The DUMMIES Guide to Family Computing™



NEW SERIES!

AT&T WorldNet™ Service Software

& More Inside!

MACS® FOR KIDS & PARENTS™

A Cool Reference for the Whole Family!™

Fun & Easy Guide to the Mac for Kids, Ages 2-20, & Parents

Cool Tools & Tips for Setting Up and Exploring Your Mac

Make Your Mac One Major Playground Filled with Activities for the Whole Family

by Tom Negrino & Wendy Sharp

Foreword by Charles Seiter, Ph.D.

IDG BOOKS WORLDWIDE

Macs® For Kids & Parents™

Cheat Sheet

Terrific Web Sites for Kids

Yahooligans!	http://www.yahooligans.com
Kids.Com	http://www.kids.com
ESPN Sportszone	http://www.sportszone.com
Infoseek	http://www.infoseek.com
B. J. Pinchbeck's Homework Helper	http://tristate.pgh.net/~pinch13/
OneLook Dictionaries	http://www.onelook.com:80/
StudyWeb	http://www.the-acr.com/studyweb/studyweb.htm
Bonus.Com, the Kids' SuperSite	http://www.bonus.com
Eric's Treasure Trove of Math	http://www.astro.virginia.edu/~eww6n/math/math.html
The Nine Planets	http://seds.lpl.arizona.edu/nineplanets/nineplanets/nineplanets.html

The Most Important Mac Modifier Keys and What They Do

When You Press This Shortcut	*It Does This*
⌘+S	Saves your document
⌘+N	Creates a new document or folder
⌘+O	Opens a document or folder
⌘+P	Prints your document
⌘+C	Copies whatever you have selected to the Clipboard
⌘+X	Cuts whatever you have selected to the Clipboard
⌘+V	Pastes the last thing you copied or cut from the Clipboard
⌘+B	Adds bold formatting to text or removes it
⌘+I	Adds italic formatting to text or removes it
⌘+U	Adds underline formatting to text or removes it
⌘+Z	Undoes the last thing you did (when possible)
⌘+A	Selects everything — either all your text in a document or all the files in a window
⌘+F	Finds a file or specific text
⌘+Q	Quits the application you're in

The Dummies Guide to Family Computing™

Macs® For Kids & Parents™

Cheat Sheet

The Secret Fix-It Keystrokes

Problem	Try Pressing
Your Mac crashes or freezes	⌘+Control+the power key (the one with the left-pointing triangle at the upper right of the keyboard) to restart your Mac.
The program you're working in freezes	⌘+Option +Esc, and then click the Force Quit button on the screen. (Works only occasionally, but worth a try.)
Your Mac crashes on startup	The power key and holding down the Shift key (to turn off extensions). When the desktop appears, you can let go. Then see Chapter 17 to fix the problem.

What's under Your Mac's Hood?

Computer maker: _____

Model: _____

Processor type (check one) :

PowerPC:

601 _____

603 _____

603e _____

604 _____

604e _____

Motorola 680X0:

68040 _____

68030 _____

68020 or 68000 _____

Processor speed (MHz): _____

Installed RAM: _____

Total disk size: _____

Mac OS System software version: _____

Ten Great Software Extras

- Morton Subotnick's Making Music (Voyager, all ages)
- Dr. Seuss's ABC (Living Books, ages 2–6)
- Pajama Sam in "No Need to Hide When It's Dark Outside" (Humongous Entertainment, ages 5–8)
- The Freddi Fish series (Humongous Entertainment, ages 5–8)
- Orly's Draw-A-Story
- Imagination Express (Edmark, ages 5–12)
- Big Science Comics (Theatrix, ages 8–12)
- Logical Journey of the Zoombinis (Broderbund, ages 8–12)
- SimPark (Maxis, ages 8–12)
- Hollywood High (Theatrix, ages 10–14)

Software Essentials

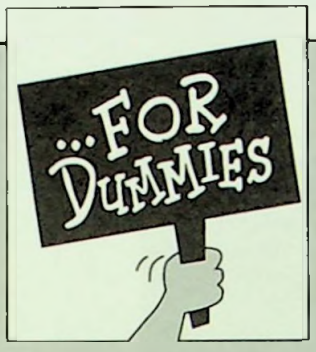
- A word-processing program, such as ClarisWorks
- A Web browser, such as Netscape Navigator or Microsoft Internet Explorer
- A Web page creator, such as Claris Home Page
- An age-appropriate painting program, such as Dabbler (ages 8 and up) or Kid Pix (ages 8 and under)
- A photo-editing program, such as Adobe PhotoDeluxe
- A general disk utility program, such as Norton Utilities
- A backup program, such as DiskFit Direct or Retrospect

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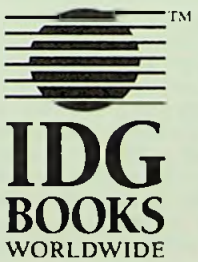
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by Tom Negrino and Wendy Sharp

Foreword by Charles Seiter



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About the Authors

Tom Negrino discovered a few years ago that people would actually pay him real money to sit in comfortable clothes and write down his opinions about computers. Being a naturally opinionated guy, he thought this was pretty cool. Soon enough, he was in the opinion and writing business full time. Along the way, he became a contributing editor for *Macworld* magazine and started writing books. Besides the book you've got in your hands, he wrote *Upgrading Your Mac Illustrated;* co-authored the award-winning *Yahoo! Unplugged;* and was co-author of *Macworld Web Essentials*.

Tom has been working with the Macintosh since the innocent, halcyon days of 1984. Shortly thereafter, he began his writing career in 1985 with *MacGuide* magazine, joining the *Macworld* ranks in 1987. His work has also appeared in *Digital Video* magazine, where he was a contributing editor and monthly columnist. He is a frequent speaker at Macworld Expo and other computer trade shows, and is a freelance computer consultant. Tom has served on the board of directors of the Los Angeles Macintosh Group since 1985; he is currently the group's vice president and Webmaster.

He lives in the Los Angeles area with his girlfriend Dori, his stepson Sean, no pets, and seven computers. Tom's e-mail address is `kids@negrino.com`, and he would love to hear from you.

Wendy Sharp started using a computer when she was 11 years old. (It was a terminal, attached to a mainframe.) After this auspicious beginning, she drifted away from computers, graduating from Wesleyan University in 1989 with a degree in English. Upon belatedly discovering the Mac in 1991, she's never looked back. After several years as a reviews editor at *Macworld* magazine, she retired in 1996 to spend more time with her son, only to learn that writing books takes more time than editing magazines! Still, she considers herself a part-time writer and a full-time mom.

She lives in the Bay Area with her son, Rory.

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Dedication

This book is dedicated to each of our wonderful children. Wendy's amazingly charming, one-year old son Rory, was a total nuisance but a fantastic distraction. Rory, you are the delight of my life. Tom's terrific 8-year-old stepson, Sean, provided lots of hugs throughout the project, and was a valuable one-kid focus group. Sean, I'm glad to be your stepdad.

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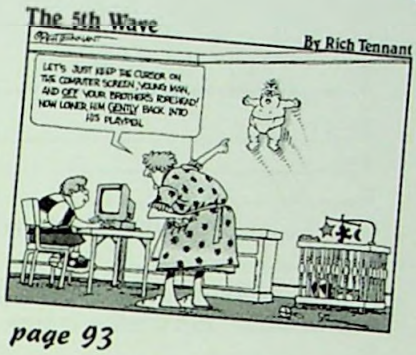
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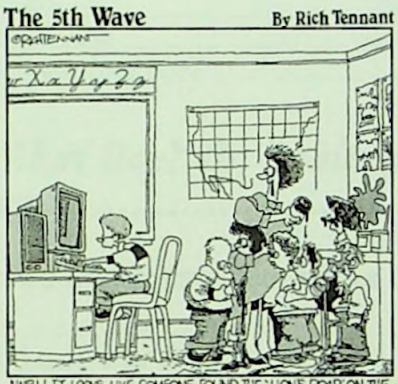
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"WELL! IT LOOKS LIKE SOMEONE FOUND THE 'LIONS ROAR' ON THE SOUND CONTROL PANEL."

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"NOT ONLY DID WE GET YOU AN APPLE WITH A MOUSE, LIKE YOU ASKED, WE ALSO GOT YOU A BANANA WITH A LIZARD."

page 5



"I did this report with the help of a satellite view atmospheric map from the National Weather Service, research text from the Jet Propulsion Laboratory, and a sound file from 'The Farting Lungworms' new CD."

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Foreword for Parents

(We figure that kids have better things to do than read Forewords. You can read this if you want to, but we bet that you'll skip straight to the Introduction. Or Chapter 1. Or Chapter 16.)

Dear Parents,

Well, you just got lucky. This book is going to save you time, save you money, and (assuming that you're a parent reading this) improve your own image as a computer authority in the eyes of young people everywhere. As you already know, when you get a pointed question from an eight-year-old, it's nice to have a good answer.

Tom Negrino and Wendy Sharp are among the few Mac authors who actually understand this situation from real life. You know the stereotype of computer experts as twenty-something nerds, with a lonely single life and barely-repaired spectacles? In real life, that stereotype checks out pretty well. Since I've done this Foreword (I wanted to do more, but IDG wanted me to finish a new edition of *Internet for Macs for Dummies* instead), you can now see the names of all three *Macworld* regular authors who actually have kids, right there on the cover! The authors have the right stuff for this job.

Wendy and Tom are both top authorities on Mac software (especially educational programs) and hardware too. As just one example, everything you ever needed to know to create form letters, do homework, and troubleshoot your Mac, including problems the manual never touches, is handled right here in plain English. But for many families, perhaps the biggest payoff here is the Internet material.

They tell you how to use the Internet as the greatest homework resource mankind has ever developed and also how to work around some of the Internet's, um, darker areas. They show how to use ClarisWorks for nearly every serious application a kid (or parent, for that matter) could have. All that, plus cool chapters on art, making movies, and they don't forget games! It's almost the only Mac book your kids will need until they can drive to a bookstore themselves.

Congratulations on your choice!

Charles Seiter, Ph. D.

Charles Seiter has a Ph.D. from Caltech and has taught chemistry, physics, and mathematics in several universities. Currently, he consults for a group of California colleges and secondary schools on classroom computer applications.

Introduction

Welcome to *Macs For Kids & Parents*!

If you're a kid, you probably already know something about computers that lots of grown-ups never figure out — they're fun! Especially Macintosh computers. With a Mac, you can explore the exciting world of the Internet, create dazzling paintings and cards, play with photographs and movies, make your own music, and even publish your own magazines and books.

Lots of books show grown-ups how to do the boring (but useful) stuff, such as managing their money or reformatting their hard drives. But this book is for you! It lets you in on lots of cool and exciting ways to have fun with Macs. We've done our best to fill each chapter with stuff that will make your Mac fun, easy, and interesting to use. However, before we get on to the fun stuff, we need to give you the rules of the game ... uh, make that the lowdown on this book.

How to Use this Book

We've written *Macs For Kids & Parents* so that you can skip around in it and read just the chapters that interest you. You don't have to read Chapter 1, for example, in order to understand and enjoy Chapter 12, but the author of Chapter 1 humbly requests that you read it sometime. But there's no hurry — and no requirement that you read the chapters in a particular order. We hope that you'll read all the chapters sooner or later.

How to Break Our Secret Codes

Throughout this book, we use special codes to make reading the book easier. Often we use codes such as "choose File⇨Open." Whenever we use words like those, we're asking you to choose a command from a menu. So when you see File⇨Open, we're really saying, "Click on the File menu and drag down to select the Open command."

Another code we use is the ⌘ symbol. When we use this symbol, we're talking about the ⌘ key on your keyboard. (Some people use the word *Command* to refer to this key, but we think that's silly — after all, you can look all over your keyboard and if it's an Apple keyboard, you're not gonna find any key labeled Command.) So when we tell you to use a command key shortcut, such as ⌘+P, hold down the ⌘ key and press the P key at the same time.

And, finally, sometimes we change the way the words look. When we used bold text such as **Funky Book Report form**, we're really saying, "Type Funky Book Report form." Text that looks like this, `www.urcool.com`, is an Internet address. And text that is underlined like this, Cool Games, is a pointer to a Web site. (Don't worry. We explain Internet addresses, pointers, and Web sites in Part IV.)

There. Those are our secret codes. Only now they're not so secret.

How We've Organized This Book

Macs For Kids & Parents is split up into five parts, plus an appendix and a CD-ROM. Here's the lowdown:

Part I: What's in That Box? Or, Dealing with the Hardware

Sensibly enough, we start out by introducing you to your computer. After you read this part, you'll know how to use your Mac, from the mouse to the desktop, and you'll know the difference between a floppy disk and a hard disk; how you can work with CD-ROMs; and all about the different gizmos you can plug into a Mac.

Part II: Getting Friendly with Your Mac

In this part, we show you how to snuggle down with your Mac and turn it into *your* computer. You'll see the best ways to work with files, disks, and folders; how to work comfortably with your computer; and how to customize your Mac with cool sounds, desktop patterns, and more! We also have a special chapter on using the Mac if you have a disability.

Part III: Doing Your Own Thing: Creativity on the Computer

What really counts is not the computer itself, but what you do with your computer. In this part, we show you all the things that you can do with your Mac. You learn about the amazing ClarisWorks program, which lets you write, draw, organize, collect information and much more. The part includes a chapter about painting and a chapter that shows you how to work with photographs (perfect for adding that mustache to a picture of your sister).

This part also has a chapter that shows you how to arrange words, insert pictures, and make your own greeting cards. And you also discover multimedia, with info on making movies and mixing sound, pictures, and words for great presentations. We show you how to do what you wanna do.

Part IV: Surf's Up! Using America Online and the Internet

In this part, we show you how to hop aboard your Mac and surf the vast online world! You check out America Online, get the skinny on the Internet, find out how to find out (it'll make sense; trust us), and even how to put up your own home page on the World Wide Web.

Part V: The Part of Tens

The Part of Tens is part of every book in the ...*For Kids & Parents* series. We include chapters with ten cool online places, a troubleshooting chapter, ten hot tricks to amaze your parents and flabbergast your friends with your expertise, and some chapters about some great software.

The Appendix

The "About the CD" appendix gives you a brief rundown of all the software that we've packed on the CD-ROM that is inside the plastic envelope stuck to the inside back cover of this book.

Icons Used in this Book

Throughout *Macs For Kids & Parents*, we use little pictures, called *icons*, next to the text to get your attention. Here are the icons that we're using and what each one means.



Whenever you see this, it means a list is coming. You can check off the steps or the items you need to complete a task.



This icon points out cool things that teachers can use to link the classroom with the world of the Mac. If you're not a teacher, we'll let you show the book to your teacher or try the project on your own — and we won't even charge you extra!



Computer nerds have a language all their own — probably just to confuse the rest of us. However, we've spent lots of time trying to figure out just what they're saying, and we use this icon to warn you that one of the nerd words is coming. But you can relax. We always follow it up with a super-easy-to-understand definition. The nerds are busted!



Kids are welcome to read this stuff, but it's mainly meant for parents. If you think we're sounding stuffy, just remember that we're using "Parent Talk."



You don't need to read this stuff. In fact, you may want to run as fast away from it as you can. However, if you're bored and got nothin' to do, the stuff beside this icon will give you a deeper understanding of the subject being discussed. End of discussion.



We've got you figured out. You want the fast way, the best way, the no-one-can-top-this way of doing things. This icon tips you off to those things. It always points out what you can do to make your Mac experience easier or faster.



Time to be careful! The Warning icon lets you know that you have to follow the advice given here, or you could have some real trouble. We're not talking about not-brushing-your-teeth-after-every-meal advice; we're talking about Doom City for your Mac. Pay attention!



Whenever you see this, you'll know that there's a pointer to a cool site on the World Wide Web nearby. Nine times outta ten you'll find yourself following it.



This icon lets you know that you should get your parents to step in and do something (usually, it's installing some software). If they ignore your polite requests for help, just drag the book over, plop it under their noses, point to the icon, and say, "Want me to do this myself?" (And be sure to say, "Thank you," when they're finished.)



Macs For Kids & Parents comes with a CD-ROM with lots of useful software. This icon lets you know that a software program that we mention in the book is included on the CD-ROM.



We're pretty sure that sometimes we'll be showing you how to do something, and all of a sudden, something will go wrong. No need to worry. Just follow the advice in the text marked with a Blooper icon, and you'll be back on track in no time.

So, What Are You Waiting For?

You're ready. Your Mac is waiting. And we're ready and able to help. Enjoy!

Tom Negrino and Wendy Sharp

Part I

What's in That Box? Or, Dealing with the Hardware



"NOT ONLY DID WE GET YOU AN APPLE WITH A MOUSE, LIKE YOU ASKED, WE ALSO GOT YOU A BANANA WITH A LIZARD."

In this part . . .

If computers are new to you, you're gonna love this part of the book. You may think that your Mac is a scary, fragile machine, but in this part, you find out that it's not scary at all: It's just a bunch of parts that all fit together nicely and do wonderful things for you. After you know what the parts are and what they do, you won't be afraid to get rockin' with your Mac.

Chapter 1

Macs Are Marvelous Machines

In This Chapter

- New beginnings
- What's inside that computer
- Mac models — then and now
- Other computing options with your Mac
- Getting even more help

Congratulations! You've got a Macintosh in front of you, one of the best and certainly one of the easiest computers to use in the world. Let's get right down to it and find out how to use your Mac. If you already know how, just skim over this chapter; you still may learn something new.

New Beginnings

We're going to assume that you've already got your computer out of the box and plugged it into an electric outlet. Every Macintosh comes with a clear set-up guide that tells you how to unpack the box and plug everything in. Just follow those instructions, and you'll be fine.



You should place your Mac, monitor, and keyboard on a table with a strong base — and on solid ground. Try to keep the computer away from high-traffic areas to minimize having people or your pets bump into your computer.

So how do I turn this thing on?

Figuring out how to turn your Mac on is the next step. In the past, Apple has moved the power switch around a bunch of times. Depending on what kind of Mac you have, you may have up to five different ways to turn your machine on. Our suggestion, because Apple has presented almost 250

different Mac models since 1984 when the first Mac was born, is that you check your manual for the location of the power switch on your particular machine. But we'll tell you the most popular method of turning a Mac on, which works on the vast majority of Macintoshes. Use the power key on the keyboard. "What power key?" you say. "There's no key labeled *Power* on this keyboard!" And right you are, too. For some reason known only to Joe, the Apple engineer in charge of power switches, the power key on your Mac keyboard is the one at the upper right corner of the keyboard that has a left-pointing triangle on it, like the one in Figure 1-1:

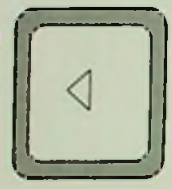


Figure 1-1: The power key.

Try pressing this key on your keyboard. Did the Mac turn on? If so, move to the next section. If not, it's time for a trip to the manual that came with your Mac.



Right off the bat, we're going to recommend another book. David Pogue's *Macs For Dummies,* (IDG Books Worldwide, Inc.) is a terrific book that goes into more detail for beginners than we do in this chapter. You get the highlights in this book, but if you need more help, consider picking up David's book. You can also find more information in the manual that came with your Macintosh.

Starting up!

When your Mac starts up, you hear a cheerful chord, chime, ding, or bong, depending on what Mac you have. Then you're presented with a picture of a smiley Macintosh and either the message `Welcome to Macintosh` or the Mac OS logo, which manages to cram three smiling faces into one little picture. Then you see a bunch of little pictures march across the bottom of your screen. Those little pictures are called *icons*, and you'll get to know them well. Each of those icons that appear during startup represents a software feature of your Mac that is installing itself, such as the built-in Help feature, the feature for playing video movies, and software that tells your Mac how to use its CD-ROM drive.



The marching-line icons are also called *system extensions* because they extend the number of things your Mac can do. The system extensions are sometimes called *inits*, for boring reasons too technical to bother with here. Just be aware that if someone mentions inits, they're talking about that line of marching icons.

When the line of icons finishes dancing across the bottom of your screen, a gray pattern appears on the screen, with an icon of a trash can at the lower right and another icon up at the upper right of the screen (that represents the hard disk inside your Mac; we get to it in a minute). You've reached the Macintosh desktop, as shown in Figure 1-2.

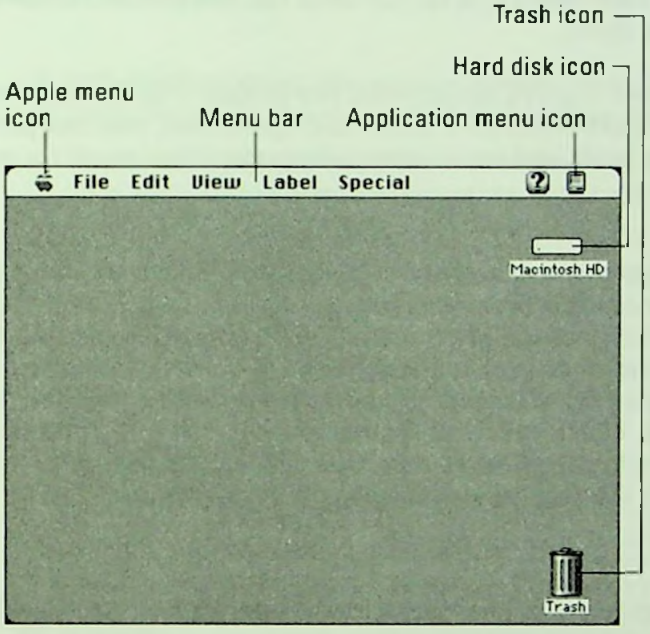


Figure 1-2: The Macintosh desktop. Your screen may not look exactly like this.

Throughout this book, we refer to the desktop and to something called the Finder — both words mean the same thing. That's because a program called the Finder creates the desktop. So when we say "click on the desktop" or "go to the Finder," we mean the same thing.

Mousing around

The gray thing that is about the size of a bar of soap next to your keyboard is called a *mouse*. It's attached by a wire to your keyboard or to the back of your Mac. You use the mouse to tell the computer what to do with the things that you see on the screen.

You need to learn to do three things with the mouse: pointing, clicking, and dragging. These are the basic skills that you use for almost everything else you do with a Mac.

Pointing

Roll the mouse from side to side on your desk, keeping the cord pointed away from you. See how the arrow pointer (that's called the *cursor*) moves on the screen? Using the cursor, point to the Trash icon, and then point to the icon at the upper right corner of the screen.

Now pick the mouse up off the table and move it from side to side. As you can see, the cursor doesn't move. That's because the mouse has a ball on the bottom that rolls when it is on the desk but doesn't roll when the mouse is in the air (like, duh!).

Because the cursor doesn't move when the mouse is in the air, if you run out of room on your desk when you're moving the mouse, you can pick the mouse up off the table and set it down where you have more room.

Clicking

Now move the mouse around on your desk and point to the hard disk icon at the upper right corner of your desktop (see Figure 1-1 again). The *hard disk* is like a filing cabinet inside of your Macintosh where it keeps all its information. When the cursor is over the hard disk icon, press and release the mouse button once. That's called *clicking*. If you did it right, the hard disk icon turned dark, which tells you that the icon is *selected*. A selected icon is one that you can do things with. Now that the icon is selected, you can move to the next skill, which is *dragging*.

Dragging

Look again at Figure 1-2. It shows the top of your screen (it's possible that your screen won't look exactly like this; don't worry about it). The white strip at the top of your screen is called the *menu bar*, and each word (and the icon of the apple, too) is a *menu*.

1. **Make sure that the hard disk icon is still selected and dark.**
2. **Point to the word `File` in the menu bar and click on the mouse button, but this time hold down the button; don't let go.**

   The File menu zips down from the top of the screen, as in Figure 1-3.

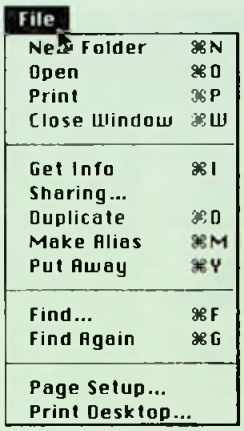


Figure 1-3: The File menu that pulls down.

3. **Still holding down the mouse button, move the cursor down the menu until the word Open is selected and then release the mouse button.**

   The hard disk icon opens into a *window*, which shows the contents of the hard disk. Congratulations; you've just mastered clicking and dragging.

A window into your Mac

Take a look at Figure 1-4, which is a picture of an open hard disk window. Your hard disk is going to have different stuff on it; again, don't worry. Your window probably has most of these things:

This Part of a Window...	*Works Like This...*
Close box	If you click here, the window closes.
Title bar	Click and drag on this to move the window around.
Zoom box	Clicking here expands the window to its biggest size.
Vertical scroll bar	It's gray, telling you that stuff's hidden below the bottom edge of the window.
Thumb	You can drag this little box to scroll the window and see the hidden portion.
Size box	Drag this to make the window bigger or smaller.
Horizontal scroll bar	The fact that it's clear tells you that you are seeing everything there is in the window, side-to-side.
System Folder	The software the Mac needs to run goes in there.
Other folders	You make these as needed and put your programs and files in them.

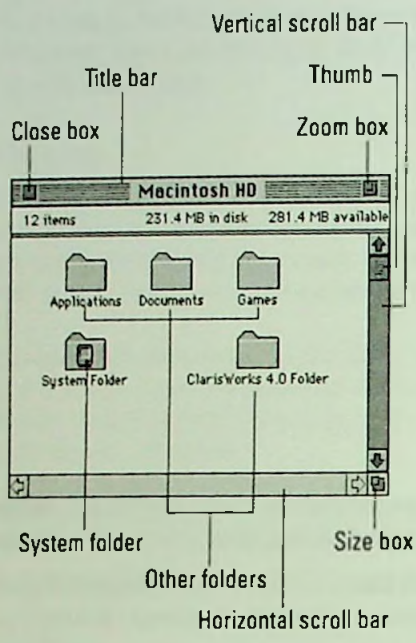


Figure 1-4: The open Hard Disk window.

You use the arrows at either end of the scroll bar to move the contents of a window up or down. Just click on an arrow once to move the window's contents a little, or hold down the mouse button on an arrow to scroll faster. Feel free to give the scroll bars and the size and zoom boxes a workout. Click on the close box and then open the window again. It's okay to experiment.

Now try this shortcut for opening a window: Point to the System Folder (that's the only one we can be sure that you have) and click the mouse button quickly twice. That's called *double-clicking*, and it opens things.

You should now have two windows open on your screen, as shown in Figure 1-5. The window in the front is the *active window*, the one you can do things to. You can always recognize the active window because it is the one with the stripes in its title bar. You can bring the window in back — the *inactive window* — to the front just by clicking on it. Click on the window in the back; it moves to the front. Then click on the window that's now in back to bring it to the front. Try changing windows now, if you haven't already done so.

Icon figure this stuff out — and so can you!

Everything you see in a window is an icon. Remember that an *icon* is a little picture with a name attached that represents something on your Mac. Well, several types of icons hang around a Mac, and this section describes them. You've already seen a few of these types.

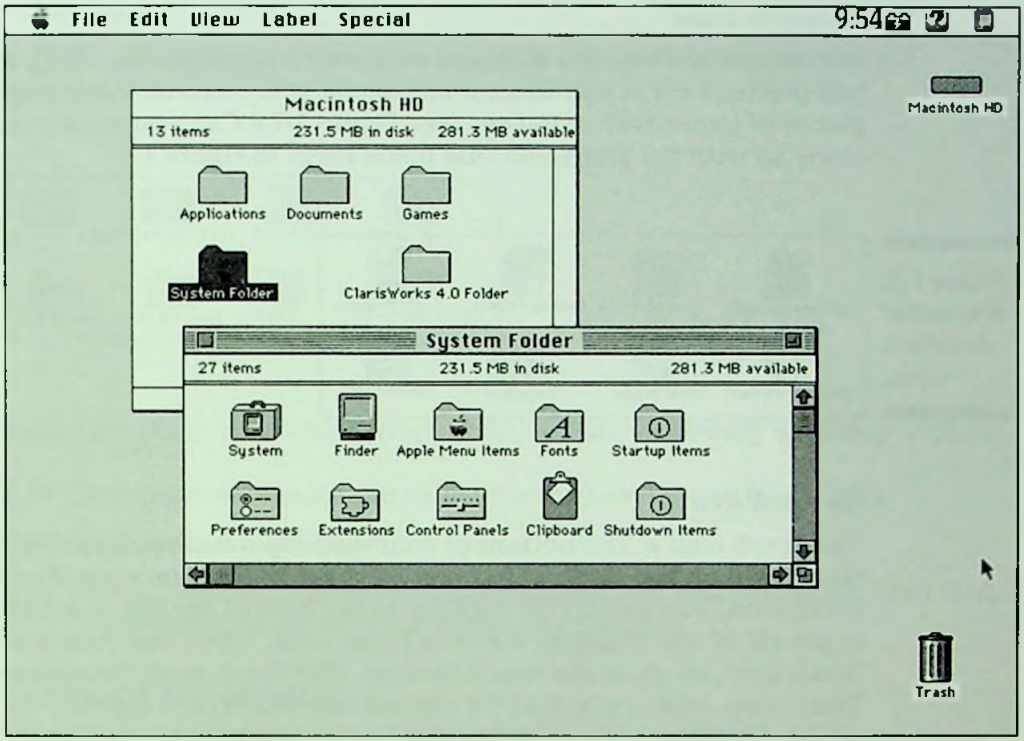


Figure 1-5: The window in the front is the active window.

Application icons

The word *application* is the Mac word for *program*. So you can have a word-processing application, which is a program that helps you write stuff, or a graphics application, which is a program that lets you paint or draw. In the past, the icons were all based on a diamond shape, but the people who draw them have gotten away from that in the past few years. Now an application icon on the Mac can look like almost anything, as you can see in Figure 1-6.

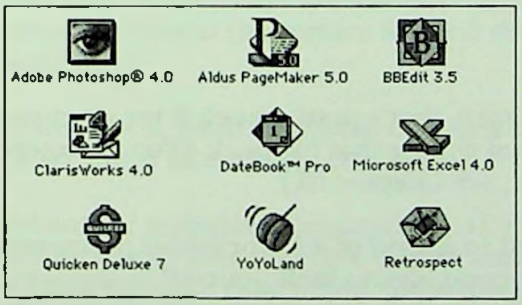


Figure 1-6: A bunch of application icons.

Document icons

Documents are the files that you create with applications. They're the things you produce when you use a program. Most document icons remind you of pieces of paper with a dog-ear (see Figure 1-7). Can you match some of these icons up with the programs that made them in Figure 1-6?

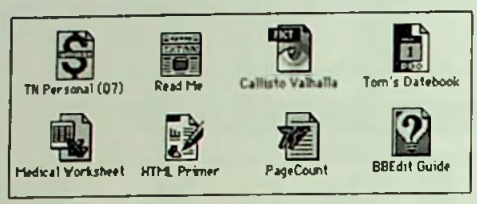


Figure 1-7: A passel of document icons.

The Trash icon

The Trash icon at the bottom of your desktop deserves a special mention. You drag files and folders that you want to delete from your Mac to the Trash icon. You do this by clicking on the icon of the file or folder you want to get rid of and dragging it to the Trash icon. When the cursor touches the Trash icon, let go of the mouse button. The Trash icon changes to a bulging Trash icon, telling you that it's stuffed with trash (see Figure 1-8). If the thing you're dragging ends up sitting on the desktop next to the Trash icon instead of *in* it though, you missed. Just drag it again, making sure to let go of the mouse button when the cursor touches the Trash icon and highlights it. To permanently get rid of the trash, choose Special⇨Empty Trash.



Figure 1-8: The before and after looks of the Trash icon.



After you've emptied the Trash, that's pretty much it for what you threw away. There's no easy way of getting that file back. (For an exception to this for experienced Mac-heads, see Chapter 16.)

Be sure that you really want to get rid of a file or folder permanently before you empty the Trash. It's a good idea to limit yourself to throwing away only the folders and files that you created. Other members of your family could get pretty steamed if you threw away their stuff, and definitely don't throw away the files and folders that the Mac needs in order to run.

Folder icons

Folders are what your Mac (and you) use to organize documents and applications. Their icons look like, well, folders (see Figure 1-9).

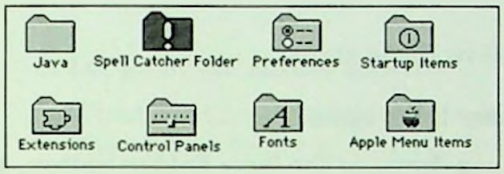


Figure 1-9: A few folder icons.

There are three ways to open any icon, and we've already seen two of them:

- Click once on the icon to select it and then choose File⇨Open.
- Double-click on the icon.
- Select the icon, hold down the command key, and press the O key. This combination is called a command key shortcut.

Command key shortcuts

What in the world are command key shortcuts? They're a way to do things without the mouse, using just the keyboard. Refer to Figure 1-3 again. On the right edge of the menu is a weird squiggly character that looks something like a butterfly or a pretzel, followed by a letter? Check out your keyboard (look next to the space bar), and you can find that same character. That key is the command key, and you hold it down while you press a letter key to activate a keyboard shortcut. So, to open an icon, select the icon by clicking once on it with the mouse, and then press the command and the O keys (⌘+O) at the same time.

Using command key shortcuts saves you a lot of time. Most Mac users find that they're useful because they keep you from having to do a lot of extra mousing around the screen. But you don't have to use them if you don't want to.

In this book, we abbreviated the word *command* in command key shortcuts to ⌘. Saved us a whole lot of typing.



Whenever possible, command key shortcuts are *mnemonic* (pronounced *nuh-mon-ick)*, meaning that they're something you can remember easily, usually because they're the first letter of the function they do. For example, ⌘+O is the shortcut for Open; ⌘+N is the shortcut for New; and ⌘+P, for Print. When a shortcut is something else, it's usually because the shortcut you might expect was already used: In all Mac programs, the Close Window command key is ⌘+W because ⌘+C is reserved for Copy.

Fun with folders

If your System Folder is open, you can close it by clicking on the close box of the System Folder window. Your hard disk's window should still be open, more or less like Figure 1-4.

Creating a new folder

Let's create a new folder. Follow these steps:

1. **Close your System Folder if it's open.**
2. **Open the File menu, drag down to the New Folder option, and then let go of the mouse button.**

   A new folder icon appears, with the clever name `untitled folder`. Notice that those words are also highlighted (turned black), which means that you can type in a name for the folder.
3. **Type the name you want to give a folder, and then press the Return key.**

   For example, we typed **Music**.
4. **Create another new folder, but this time use the ⌘+N shortcut.**
5. **Type another name over the highlighted name of the new folder.**

   This time we typed **Classical**.
6. **Finally, make one more folder (using whichever method you prefer) and name it.**

   To continue the musical theme, we typed **Mozart**. You should have three folders, looking something those like Figure 1-10.



Figure 1-10: Three new folders.

Moving folders

Moving folders and files around is a real drag (of the cursor, that is). Follow these steps:

1. **Make sure that you can see the folder you want to move and the folder that's to get the folder you're moving.**
2. **Click on the folder you want to move and drag it until the cursor is on top of the other folder and it turns black.**

   For example, we clicked on the Mozart folder and dragged it so that the cursor was on top of the Classical folder. The Classical folder turned black, indicating that it was selected (see Figure 1-11).



Figure 1-11: Moving a folder.

3. **Let go of the mouse button.**

   When the Classical folder turned black, we let go of the mouse button. The Mozart folder is now inside the Classical folder.

4. **Try moving another folder.**

   We dragged the Classical folder onto the Music folder, and now the Classical folder is inside the Music folder.



To see how these folders are nested within each other, double-click on the Music folder to open it. Then double-click on the Classical folder, and then double-click on the Mozart folder. You then get something like Figure 1-12 (though your folders probably won't look so neat and tidy).

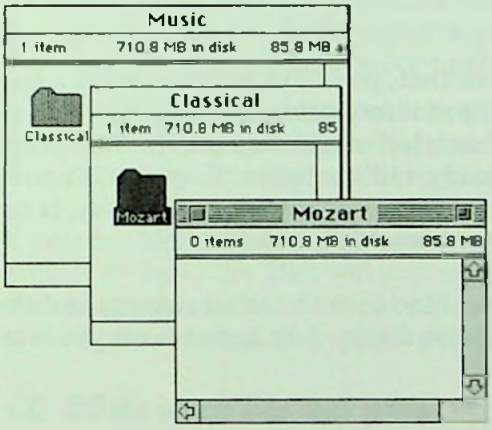


Figure 1-12: Nested folders.

Folders are the containers that organize your other icons, so you can do many things with them. You can have as many folders on your hard disk as you want. You can move any folder icon, and you can drag applications and documents icons onto folder icons to put the applications or documents inside the folders.



You move application or document icons into folders the same way you move folder icons — just drag the icon onto the folder icon, and when the folder highlights, let go of the mouse button. The application or document goes into the folder.

Copying folders

If you want to keep a folder in its original folder and yet have a copy of it in another folder (the Mac version of cloning), follow these steps:

1. **Make sure that you can see the folder you want to copy and the folder that's to be the new home for the copy of the folder.**
2. **Click on the folder you want to copy, press Option, drag the folder to its new home, and let go of the mouse button.**

   The copied folder is now inside its original home *and* its new home. Cloning is a piece of cake.



You can copy files the same way.

Dealing with floppies without fumbling

A floppy disk isn't. It isn't floppy, that is. The term *floppy disk* is left over from the dark ages of computing. These days, a floppy disk is about three and a half inches square, a hard plastic thing with a metal shutter on one end. All Macs except the oldest ones have floppy drives that hold 1.4 megabytes of information.



What's a megabyte? To answer that, you have to know what a byte is. Basically, a byte is a small unit of information, roughly equal to one character, so you can imagine that each letter takes up a byte. The prefix *mega* means million, so a megabyte is a million bytes. To put it in another way, one megabyte is about 300 pages of text. Megabytes, by the way, is usually abbreviated as MB and often referred to as *meg*.

You put a floppy disk into your Mac with the label side up and the metal side in. After a moment, an icon of the floppy disk appears on your desktop (see Figure 1-13).



Figure 1-13: A floppy disk icon.

After the floppy disk icon is on your desktop, you can treat it like a folder. You can open it, and you can drag folders and documents onto the floppy disk. But when you move something around on your hard disk, you are changing its location; when you move a file onto a floppy disk, you are actually copying the file from the hard disk to the floppy disk. The file still remains on your hard disk, but you also now have a copy of it on the floppy disk.

Getting disks out of your Mac

Now that you know how to put a floppy disk into your Mac and how to copy a file onto the floppy disk, you need to know how to eject the disk. As with so many other things on the Macintosh, you have more than one way to do it — four ways, to be exact.

- **Method #1.** Drag the icon of the floppy disk to the Trash icon. This method seems scary at first, because you might think that dragging a disk to the Trash icon means that you are erasing the disk. But that's not the case. Instead, think of it as throwing the disk out of the machine. This is the method that we use the most.
- **Method #2.** Click on the floppy disk icon to highlight the disk. Choose File⇨Put Away, or press ⌘+Y. This is the second-best way to get rid of a floppy disk.
- **Method #3.** Click on the floppy disk icon to highlight the disk. Choose Special⇨Eject Disk, or press ⌘+E. This method does something new. It leaves a ghost icon of the floppy disk on your desktop.

  So why would a ghost floppy disk be useful? So that you can copy files from one floppy disk to another, even though you have only one floppy disk drive. You tell the Mac to eject one floppy disk, leaving behind a ghost, then put in the other floppy disk, and copy from one floppy disk image to the other. The Mac prompts you to change disks as needed.
- **Method #4.** Click on the floppy disk icon to highlight the disk. Press the special command key shortcut ⌘+Shift+1. This works just like Method #3 works, leaving behind a ghost floppy disk icon.



If you use Methods 3 or 4 and have ghost floppy images on your desktop, sooner or later the Mac will pop up a dialog box that demands the floppy disk that you ejected. You either have to insert the floppy disk and eject it with Method 1 or 2, or you can press ⌘+period (.) to get rid of the dialog box.

CD-ROMs work like big floppy disks — with one exception

Working with a CD-ROM (see Chapter 2 for more details of what a CD-ROM is) is lots like using a floppy disk, but there are some differences. To put a CD-ROM into your Mac, you press the small button on the outside of the CD-ROM drive that's on the front of your Mac. The CD-ROM tray slides out. Yes, that thing is for CDs! What? You thought it was a cupholder? It isn't. Put the CD-ROM on the tray, label side up, and give the tray a gentle push. The tray then disappears, and a few seconds later, a CD-ROM icon appears on your desktop. From there, you can treat the CD-ROM like any other disk, except that you can't save anything on the CD-ROM because it is permanently locked. But you can open it, copy files from it to your hard drive, whatever. And ejecting the CD-ROM disk works just like ejecting a floppy disk; use any of the same four methods in the preceding section. (But the easiest way is to drag the CD-ROM icon to the Trash icon.)

Getting more help

The Macintosh has a built-in Help system, called Apple Guide, and it is amazing. It can guide you through a process with a helpful series of screens, and it even circles menus and places in dialog boxes where you should click, as shown in Figure 1-14.

Apple Guides aren't available for all programs. But if the program that you're working in has a guide, you can access it by choosing it from the Help menu at the right end of the menu bar. The Help menu is the ? icon.

An especially fine Apple Guide is called Macintosh Tutorial, and it's available when you're working on the desktop. The tutorial guides you step-by-step through many of the most common tasks on the Mac.

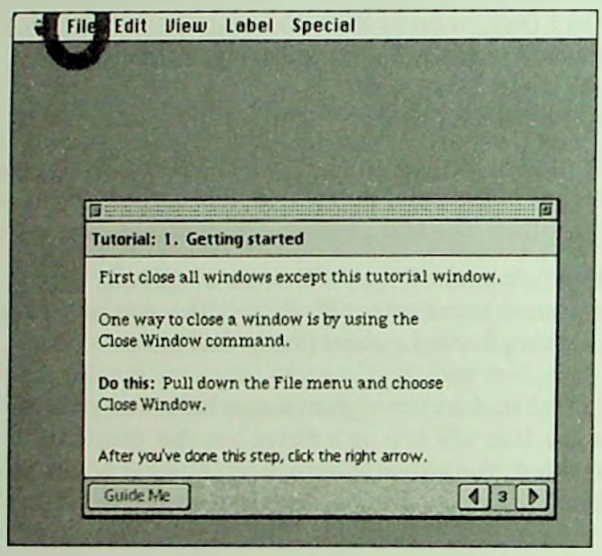


Figure 1-14: Apple Guide at work.

What's Inside That Computer?



This section is for curious kids. If you want to know what is inside your computer, then read on. Now, some people just don't care about what is in that plastic or metal box on their desks. If you're one of those people, that's fine; just move on to the "Other Computing Options with Your Mac" section. But if you're the type who likes to look under the hood, then stick with us.

Still here? Great! If you were to look inside of your Mac (and we wouldn't if we were you, not unless you ask your parents first), you would see a confusing tangle of square boxes, wires, and a green plastic board with little black boxes of different sizes stuck into it. Let's talk about that green board first. It's called the *motherboard*, and it is the real guts of your Mac, the place where the computer does its thinking.

Do computers really think? Nope. They're really about as smart as your toaster. All a computer can do is what some human programmer (come to think of it, we've met programmers we weren't sure *were* human) has told it to do with a set of instructions called a *program*. (In this book, the words *program* and *application* mean the same thing.) The difference between the computer and you is that it gets through its instructions really, really fast, much faster than a person could. Imagine that you and a computer were adding up a column of numbers. The computer would finish the race before you had even added the first two numbers. On the other hand, computers have absolutely no creativity. If you and your Mac were challenged to paint a picture without help from anyone, you would finish long before the Mac. That's because computers are dumb, and the Mac would never start by itself!

The motherboard has a bunch of little black boxes, called *integrated circuits*, or for some weird reason, *chips*. They don't look like they would be good with salsa to me. These chips help the Mac get the job done. Some chips make sounds; some put the picture on your monitor. Some remember things for the Mac (we'll get back to those in a moment). But the most important chip on the motherboard is the *central processing unit*, or *CPU* — also sometimes called the *microprocessor*. No matter what you call it, it is the boss, the chief, the Big Kahuna of the motherboard. All other chips are there to serve the CPU, and the CPU is what gives the computer its horsepower. You've probably already heard some common names for the CPU chips; computer manufacturers make a big deal out of these chips.

What kind of chip do you like?

Different sorts of computers use different kinds of chips. Windows machines run with chips called the Pentium or Pentium Pro. But we're doing a Mac book here, so we'll focus on Mac chips, if you don't mind. All Macintoshes made these days use one of several varieties of a kind of chip called the PowerPC.

The PowerPC chip family has been around since 1994, and since then, Apple has made quite a few new models, each one faster and cheaper than the one that went before. Following is a list of CPU chips and the Apple machines that first used them:

PowerPC processor	*Power Macintoshes (and Performa)*
601	Power Macintosh 6100, 7100, 8100, 7200
603	Power Macintosh 5200
603e	Power Macintosh 6300, Performa 6400, PowerBook 1400, 3400, 5300
604	Power Macintosh 7600, 9500
604e	Power Macintosh 7300, 8600



You measure the speed of a CPU chip by a figure called the *clock speed*, which is expressed in a unit of measurement called *megahertz* and abbreviated as MHz. So you would say that the Power Macintosh 7300/200 has a 604e chip running at 200 MHz, which is awfully fast. How fast? Well, the Power Macintosh 7300/200, released in February of 1997, is more than three times as fast as the original Power Macintosh 6100/60, which came out only three years earlier.

Older Macs used different chips

Before the PowerPC came along, Macintoshes used slower microprocessors made by Motorola. In increasing order of power and speed, the original Motorola processors used in the Mac were the 68000, 68020, 68030, and the 68040. Because the only part of this numbering that changed from chip to chip was the second-to-last number, these processors, as a family, are referred to as 680X0 processors. By the way, a lower-powered version of the 68040 called the 68LC040 was also used in many Macintoshes, especially in the Performa line.



The sure-fire way to tell whether your Mac is a Power Macintosh or not is to look on the front of the machine and see if it has PowerPC somewhere on it. Like, duh. But what if you're not near your Mac and you have a sudden, vastly important need to know what chip is in your Mac? If you can remember the name of your machine, you can figure it out. All Power Macintoshes have 4-digit model numbers; all 680X0 machines came with 3-digit model numbers. So a Performa 6116 is a PowerPC machine, while a Centris 650 is a 680X0 unit.

The difference between memory and er . . . memory

Computers have two kinds of memory, and people are forever getting confused by the two. To make things worse, both kinds are measured in megabytes (MB). One kind is the memory on your hard disk drive, which is where the Mac keeps all its programs, your documents, and anything else you care to save on the drive. We prefer to call this kind of permanent memory *storage*.

The other kind of memory is what the Mac uses while it is working with a program. This memory is temporary, and it is kept in memory chips called *RAM*, for Random-Access Memory. It's not important that you remember what RAM stands for; nobody ever calls it anything but RAM, anyway.

Here's the big difference between storage and RAM: When you turn off the Mac, anything you have saved on your hard disk — in storage — stays around, and you can use it the next time you use the Mac. But any information that is in RAM disappears when your turn off the power to the Mac. That's why it is important to always save your work.

Your Macintosh probably has a lot of storage; lots more storage than RAM, for sure. The amount of storage (in other words, the capacity of the hard drive) on a modern Macintosh is at least 500 — and often more than 1000 megabytes.

Your computer has a lot less RAM. Most Macs these days have between 12 and 32 megabytes of RAM. That's okay, because the Mac just needs this memory while it is working, and it all gets reused whenever you quit a program or restart your computer.



Okay, we forgot. Your Macintosh really has three kinds of memory. The third kind is called *ROM*, which stands for Read-Only Memory. But this kind you never need to mess with (in fact, you can't). ROM is the memory that the Mac uses to first wake up when you press the power key. ROM is like that first cup of coffee your parents probably drink in the morning: it gives the Mac just enough of a boost to get going. Then it reads the rest of the data it needs to fully wake up and say, "Hey! I'm a Macintosh!" from the memory on the hard disk drive.

How much do you have in there?

By now, you're probably wondering how much RAM and how much storage you have in your computer. And sure enough, We're going to tell you how you can find out.

RAM

Make sure that you're on the desktop. Go to the Apple menu (that's the one in the upper left corner of your screen). Open the Apple menu and choose About This Macintosh (in some newer machines, or if you have a Macintosh compatible not made by Apple, the menu might say About This Computer). You then get a screen that looks like Figure 1-15.

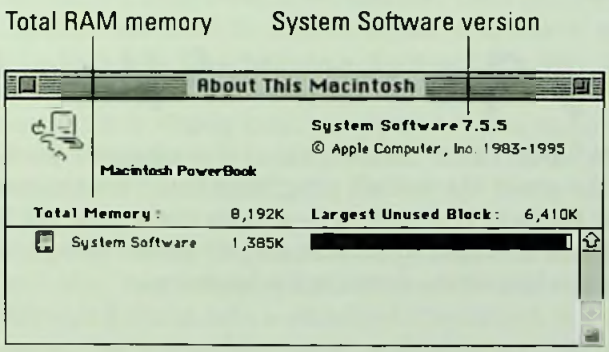


Figure 1-15: Your dialog box will probably look different.

See `Total memory`, followed by a number? That's how much RAM, in megabytes, you have. In the figure, this number says that the machine Tom's working on has eight megabytes of memory (you round off the number).

But wait, there's more! This screen also gives you a special bonus fact: It also tells you what version of the Macintosh system software that you're running, in this case, version 7.5.5.

Storage

If you want to know how much disk space you have available, just look at the top of any window on the desktop, as shown in Figure 1-16.

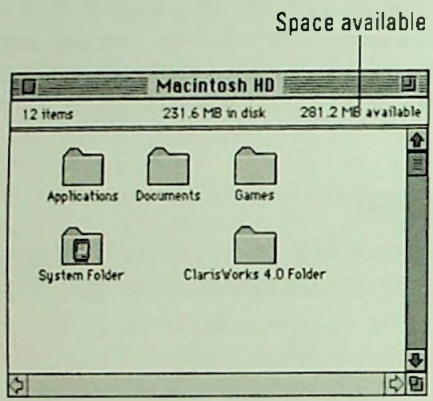


Figure 1-16: This shows you how much space you have available on your hard disk.

You can see how much of the disk is used (in this case about 232 megabytes) and how much is available (about 281MB). To get the total storage space of the hard disk, just add the two numbers together, and you can see that this disk holds about 512MB.

Other Computing Options with Your Mac

When we called Macs "marvelous" in the title of this chapter, we weren't kidding. Besides all the great Macintosh programs that you can use, the Mac can also talk to other kinds of computers — or can even pretend to *be* other kinds of computers! Let's see how your Mac can do those things, and why the Macintosh is the world's best-connected computer.

The Macintosh — your digital diplomat

Do you know that your Macintosh can read floppy disks that were made on a PC running DOS or Windows? Yep, it's true. If your Mac is running System 7.5 or later, you have a control panel called PC Exchange that lets your Mac put PC disks on the desktop. And once a floppy disk with a PC file on it is in your Macintosh, you're more than halfway there. Many Mac programs can read PC-format files of many different types, and all the Mac versions of Microsoft's programs can read files from their PC counterparts. So you can be pretty sure that the Mac version of Microsoft Word can read Windows Word files. Usually, all you have to do is to choose Open from an application's File menu, and then choose a PC format from a pop-up menu. See Figure 1-17 for an example from Microsoft Word.

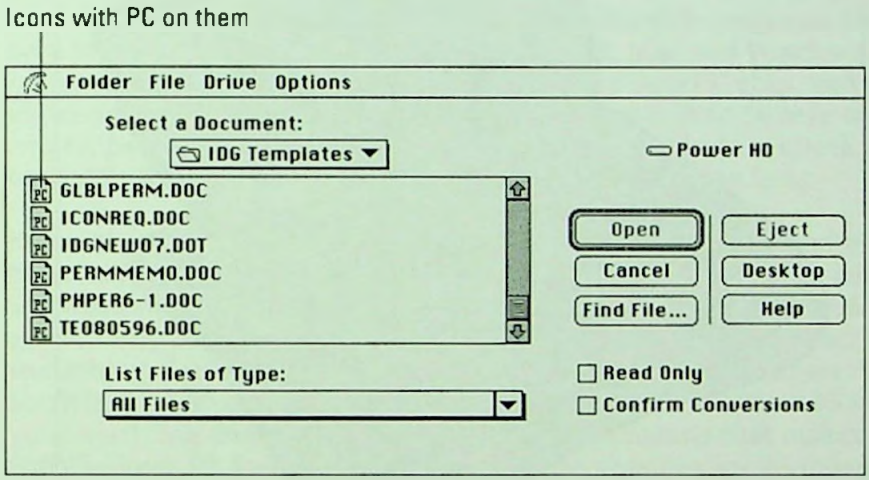


Figure 1-17: All the document icons in the window have PC on them.

Reading documents from another kind of computer is nice, but the Mac has another trick up its sleeve. It can also create and save files in PC format. To see that in action, create a document in, say, ClarisWorks and instead of saving the document by choosing File⇨Save, choose Save As. You get the usual Save dialog box, but you have the opportunity to choose a different file format from a pop-up menu. Just choose the PC format, and you're set to take your file to a PC.

The key to reading and writing files from another computer system is that the Mac has lots of *file translators*. These work by converting files from a foreign format into a standard Macintosh form. File translators come with most Claris and Microsoft programs, and you can also buy a program called MacLinkPlus, from DataViz, which can translate hundreds of kinds of Mac files to PC files, or PC to Mac. This program even handles old files from Apple II machines to Macs or PCs.

Bonked on the head

Remember the story of Sir Isaac Newton? It was said that he figured out gravity by sitting under an apple tree when a falling apple bonked him on the head. Apple Computer makes a Newton that won't hit you on the head — but just might blow you away with its coolness. This machine is called the eMate 300, and it is just amazing. It's a fast, inexpensive (about $750), and really useful portable computer designed for kids (see Figure 1-18).



Figure 1-18: The eMate 300 portable computer.

The eMate 300 is made of tough plastic and has rounded corners, so it's supposed to survive even the punishment that a fourth-grader can dish out. They say that it can handle a fall from a table to the floor without missing a beat. (Speaking of handle, it also has a handle for easy carrying.) Because the eMate weighs only 4 pounds (1.8 kilograms), it's easy for a student to carry in a backpack. It's pretty cool-looking, too; the case is made out of translucent green plastic. People seem to love or hate the way that the eMate looks. Some kids think it's great, and one boy we know called it the Bat-Purse.

The eMate lets you enter data either with the keyboard or with a stylus, which is a kind of a pen. It has a built-in program a lot like ClarisWorks that lets you create word-processing documents, draw pictures with the stylus, or use a spreadsheet. It also has a calendar and an address book. With an extra modem and software, you can even use it for e-mail and to surf the Web!

The best thing about the eMate is that because it comes from Apple, it works great with your Macintosh. It comes with software that lets you easily transfer your files back and forth from the Mac to the eMate. So you can use the eMate as an extension of your Mac, the same way adults have been doing for years with their PowerBook laptop Macintoshes. The big difference between your eMate and their PowerBook is that you can run for about a week on a battery charge. No PowerBook can do that.

Your Mac does Windows

One of the complaints made by some people about the Macintosh is that you can't run Windows software programs on it. We're not talking about reading Windows documents; as discussed in a preceding section, you can almost always convert documents into a format that a Mac program can read. No, we're talking about running the application programs for Windows on a Mac. This feat seems impossible; after all, Mac and Windows machines run on different CPU chips. The Mac uses the PowerPC chip, and most Windows machines use a Pentium microprocessor. And believe us, these two chips just don't get along. (If you're interested in PCs, check out the book *PCs For Kids & Parents,* from IDG Books Worldwide, Inc.)

Remember the title of this chapter? The Mac is marvelous! And one of these marvels is a program that runs on the Power Macintosh, called SoftWindows 95. This program is a kind of program called an *emulator*. That's a fancy way of saying that SoftWindows makes the Macintosh act like something else. And the something that it acts like is a Pentium PC! SoftWindows 95 comes on a CD-ROM that creates a Windows 95 folder on your hard disk and installs Windows 95 (the company that makes SoftWindows 95, Insignia Solutions, also has versions for Windows 3.11 and MS-DOS 6.22). After that, you can run SoftWindows 95, which runs Windows 95 in a window on your Mac. You can install and run any Windows 95, run Windows networking, and even play those cool Windows games that don't have Mac versions. Windows 95 running on your Mac takes advantage of your Mac's CD-ROM drive, your printers, your modem — everything.



SoftWindows 95 is especially great if one or both of your parents have to use a Windows 95 machine at work but prefer to use the Power Mac at home. They can install a copy of Windows programs that they absolutely have to have on the Macintosh and use them. Once SoftWindows 95 is running, they can even copy and paste between Windows and Mac programs that are running at the same time.

It's pretty weird to see a Windows 95 logo on your Mac screen, and as you could guess, there's a price to be paid. Not only does SoftWindows 95 cost about $350 (though that's a lot cheaper than it would cost to buy a separate PC!), but it also takes a fair amount of steam to run. SoftWindows 95 wants

about 200 megabytes of hard disk space, and you should have at least 24 megabytes of RAM installed in your Power Macintosh (it won't run on 68040-based or earlier machines). Still, the ability to run Windows 95 programs makes it worth the cost for many families.

Get help by getting MUGged

After you get comfortable with your Mac, you probably can do your schoolwork, access America Online, and surf the Web without too much trouble. But from time to time, you may still run into problems. One great place to find help is at your local computer club, or Macintosh user group (MUG).

A user group's purpose in life is to give away help, advice, and information. One local group, the Los Angeles Macintosh Group (LAMG), has a typical mission statement: "We are computer users who have joined together to help one another use the Macintosh as productively and pleasurably as possible." Most user groups are organized as nonprofit community groups, run by volunteers. Schools also have user groups, and you can find groups that focus on a particular software program, such as the national ClarisWorks User Group. All told, more than 2,200 Mac groups exist in the United States and Canada. Chances are, there's one near you.

What do you get?

User groups provide their members with many services. Chief among these are meetings in which the members can help each other with thorny hardware and software problems; see presentations on new products by companies that make software and hardware; and socialize with their fellow Mac-heads. Virtually all MUG meetings are open to the public, although the groups would, of course, prefer that you become a member.

Most groups also offer a monthly newsletter, access to a library of shareware software, and low-cost classes on a wide variety of topics. Newsletters contain club news, product reviews, and advice, and range in size from a few Xeroxed pages to BMUG's biannual 400-page book. Some groups, such as the Arizona Macintosh User Group, sell their shareware libraries on CD-ROM, and via the Internet.

Annual membership dues are fairly inexpensive, ranging from the $35 membership in the San Diego group to $48 a year for the LAMG. For this money, you usually get the MUG newsletter and access to the group's meetings. Classes and the group's products (if any) ordinarily cost extra.

How to get MUGged

The easiest way to find a user group in the US is to call Apple's toll-free number, (800) 538-9696, extension 500. You then are directed to the closest group, based on your Zip Code. Users in other countries should call the local Apple office for referrals to local groups. If you have Internet access, you can search for groups around the globe on the World Wide Web. Apple's Web page address is `http://www.apple.com/documents/usergroups.html`; another page, at `http://www.ugconnection.org/`, is maintained by the User Group Connection, an independent spinoff from Apple that promotes user groups for the Mac, Newton, PC, and Apple II. Another good place with MUG listings is the Yahoo index at `http://www.yahoo.com` in the Computers and Internet section.

Chapter 2

The Mac and Its Hardware, or Fun with Peripherals

In This Chapter

- Talking to your computer
- Telling your computer about pictures and sounds
- Letting your computer talk back
- Letting your computer talk to other computers
- Reading and writing — Mac-style

Just What Is a Peripheral?

The word *peripheral* sounds like something nasty your dentist might do — the old "Open up wide . . . don't worry, it won't hurt a bit!" line. But peripherals are really all the pieces of hardware that plug into your Mac. Only the actual gray box that sits on your desk (or maybe on your floor) is the computer. Everything else — the monitor, the keyboard, the mouse — is a peripheral. Of course, without those peripherals, your computer just sits there.

Most peripherals do one of the following things:

- They talk to your Mac — giving it information or telling it what to do.
- They let your Mac talk to you. Relax. The Mac just sticks to giving you information. Unlike your mom and dad, your Mac hardly ever tells you what to do.
- They let your Mac talk to other computers.
- They let your Mac read and write. (Technical folks call this *storing information*.)

Talking to Your Mac

Keyboard, mice, trackballs, trackpads, joysticks, and drawing tablets are all called *input devices*. You use them to tell your Mac what you want it to do. Sound simple? It is!

Input devices plug into the ADB (or *Apple Desktop Bus)* port of your Mac. Most Macs have only one ADB port — but use at least two input devices (the keyboard and the mouse). This two-devices-but-only-one-port stuff is possible because the keyboard has an extra ADB port, which you plug the mouse into. Some keyboards even have several ADB ports so that you can plug in a mouse, a joystick, and a tablet all at once.

Catching up with the mice

The mouse is the gray, oval-shaped piece of plastic that sits next to the keyboard. Pick it up and take a look at it. See the little ball in the bottom? When you push the mouse along your desk, the ball rolls, moving the arrow that appears on the screen. (This arrow is known as the *cursor*, although as far as we know, it doesn't use any bad words.)

Most Mac mice have a single button, although some have two or even three. On a Mac, one button is usually enough. You use the button to click or double-click on icons or menu items to select them. By holding down the button, you can move icons (called *dragging*) or select menu items.



The thought of letting your kids mess around with control panels may make you nervous. After all, they could destroy your computer, right? Well, no. There's nothing that they can do with a control panel that you can't change simply by returning the control panel to its original settings. A Mac is like a big, messy house with lots of rooms. The fastest, best way to get comfortable with it — for both you and your kids — is to play with the different tools and control panels, see what they do, and discover your Mac's capabilities.

The only thing that you should be absolutely firm about is never letting your kids throw anything away — except things that they've created. If the kids drag something essential to the Trash icon and choose Special➪Empty Trash in the Finder, you may have a lot to do to put your Mac back in working order.

You can use the Mouse control panel to control the reaction times of your mouse. Follow these steps:

1. **Double-click on the hard drive icon.**

   A window opens, as shown in Figure 2-1.

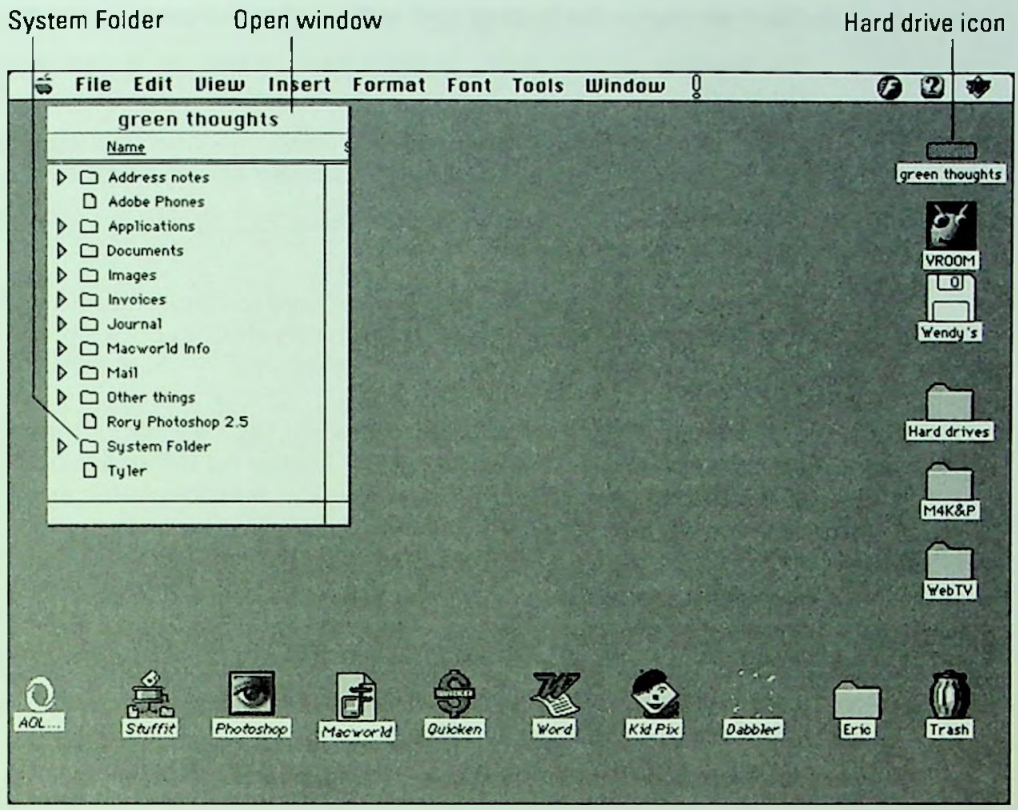


Figure 2-1: Your hard drive icon is usually the icon in the top right of the screen.

2. **Click on the System Folder and then click on the Control Panels folder.**

   The folder opens with many icons in it.

3. **Double-click on the Mouse icon.**

   The Mouse control panel appears. Take a look at Figure 2-2. In the Mouse Tracking section, the circles underneath the picture of the mouse are called *radio buttons*.

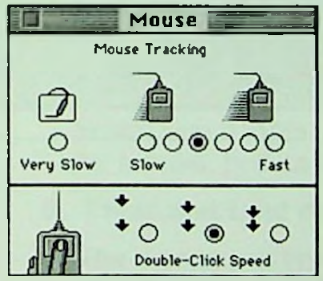


Figure 2-2: The Mouse control panel.

4. **Click on the radio button to the far right and move your mouse.**

   See how fast the arrow moves? It's hard to control a mouse that moves that fast.

5. **Click on one of the middle buttons in the Mouse Tracking section of the Mouse control panel to set the mouse speed to an average rate.**

6. **Click on the left button in the Double-Click Speed section of the Mouse control panel.**

   This button affects how quickly you have to click the mouse button for the mouse to figure out that you're really double-clicking.

7. **Double-click the mouse button.**

   You need to leave a little pause between the two clicks for the Mac to react. If you don't like the wait, try clicking on the other buttons until you find one that lets you double-click at a comfortable speed.

Making sense of the keyboard

You can't miss the keyboard. It's the thing with all the letters and numbers on it (see Figure 2-3). But the keyboard also has keys with weird words, such as *esc* and *control*. What do those keys do?

To be totally honest, some of them don't do much. Most people rarely use the Esc key (called Escape, even though it has esc written on it). But some of the keys are more useful.

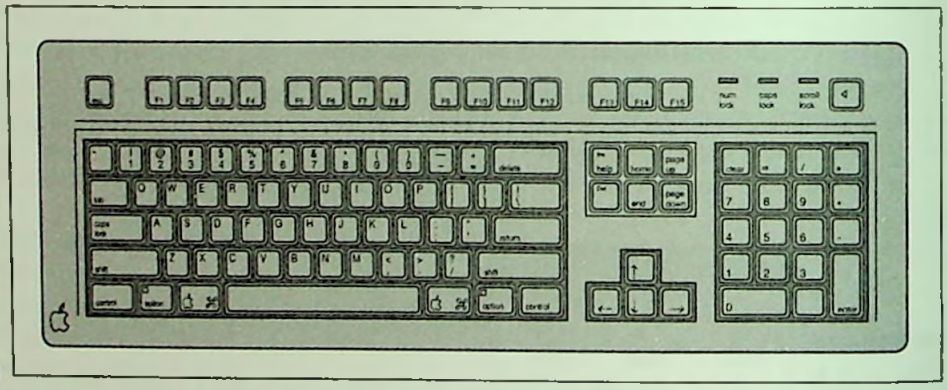


Figure 2-3: An extended keyboard.

What to do with a frozen Mac

The only time you ever use the Esc key is when your computer has crashed or frozen (the Mac addicts way of saying, "For some reason, my Mac refuses to talk or listen to me.").

First, try a forced quit. To do this, follow these steps:

1. Press ⌘+Option+Esc all at the same time.

   A message appears, asking if you're sure that you want to force your application to quit.

2. Click on the Force Quit button. (Not all systems show this button. The ones that don't will simply try to restart your program.)

   If you're lucky, the application closes and you once again have control of your Mac. If you're unlucky, your Mac freezes again, this time on the dialog box with the Force Quit message in it, and you have to restart anyway.

How do you restart? Well, it depends on your Mac. The newer Macs have buttons for Interrupt and Restart located on the front, although some have them on the back (on the right as you look at the back). The Restart button is marked by a left-pointing triangle. With most other Macs, you restart by pressing ⌘+Control+power key on the keyboard.

Modifier keys

Modifier keys are keys that change what the other keys do. The ⌘ key is the most often used modifier key. To practice using one, follow these steps:

1. **Double-click on your word-processing program icon to open the program.**

   A new blank document appears.

2. **Type something — it doesn't matter what.**

   Figure 2-4 shows a sentence.

3. **Put the cursor at the beginning of the sentence you've typed and click.**

   The cursor turns into an insertion bar — a straight, blinking line.

4. **Press and hold down the mouse button and drag the cursor over the words you've typed.**

   When you do this (called *selecting*), the words are highlighted — covered by a color, just as if you'd drawn over them with a highlighting marker.

5. **Press and hold down the ⌘ key and the B key at the same time.**

   The words you typed and selected should now appear in bold, as shown in Figure 2-5.

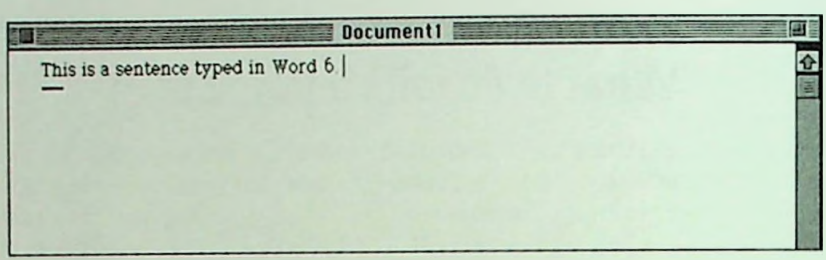


Figure 2-4: A sentence in the Word 6 program.

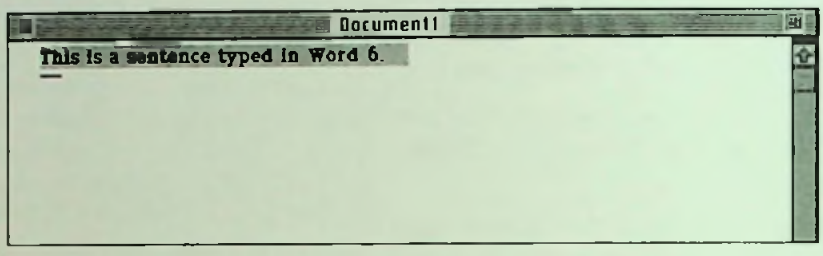


Figure 2-5: The selected sentence now appears in bold.

Shift, Option, and Control are also modifier keys. You can use them to make words bold, italic, or underlined, or you can use them to type unusual characters, such as ø or é. Finally, modifier keys let you use *command key shortcuts*, which are fast ways to tell the Mac to do things such as Save or Print. Table 2-1 lists some of the modifier keys and tells what each key does.

Table 2-1 The Most Important Mac Modifier Keys and What They Do

When You Press This Shortcut	*It Does This*
⌘+S	Saves your document
⌘+N	Creates a new document or folder
⌘+O	Opens a document or folder
⌘+P	Prints your document
⌘+C	Copies whatever you have selected
⌘+X	Cuts whatever you have selected
⌘+V	Pastes the last thing you copied or cut
⌘+B	Adds bold formatting to text or removes it
⌘+I	Adds italic formatting to text or removes it
⌘+U	Adds underline formatting to text or removes it

(continued)

When You Press This Shortcut	*It Does This*
⌘+Z	Undoes the last thing you did (when possible)
⌘+A	Selects everything — either all your text in a document or all the files in a window
⌘+F	Finds a file or specific text
⌘+Q	Quits the application you're in

Functional function keys

Extended keyboards have a line of keys at the top. The key names start at F1 and are numbered through F15. Most of the time function keys don't do much, but in some programs — Microsoft Word, for example — you can use the function keys to perform menu commands, such as creating a new document or opening a file.

Other input devices

Your Mac probably came with a keyboard and a mouse. But you may want to add other cool pieces of equipment called *input devices* (see Figure 2-6).

- **Trackballs are sort of like upside-down mice.** Instead of having the ball in the bottom, they have a ball on top. And instead of moving the whole thing, you just move the ball. The trackball itself stays still on your desk. Trackballs are particularly nice for younger kids, who may find it hard to remember not to pick up the mouse. Trackballs are also great if you don't have a lot of space. (Since they stay still, you don't have to have extra room in which to move them.) Some people find them more comfortable to use and hold on to than a mouse.
- **Trackpads are small, flat squares that stay still on your desk.** With a trackpad, you use either your finger or a stylus (a thing that looks like a pen without any ink) to control the cursor.
- **Joysticks are boxes that have a stick that stands straight up.** You push the stick around to control the cursor. Joysticks have a button or two that you use for clicking, but most often you use them for shooting things. In a shoot-'m-up adventure game, nothing beats a joystick for good control and easy shooting!
- **Drawing pads, also known as *digitizing tablets*, are what serious artists use.** Drawing with a mouse can be a lot like drawing with those really big crayons — fun, but not very precise or smooth! With a drawing pad, you use a pen to control the cursor. Using the drawing pad and pen is a lot more like drawing with a real pen and paper — and a lot easier than using a mouse.

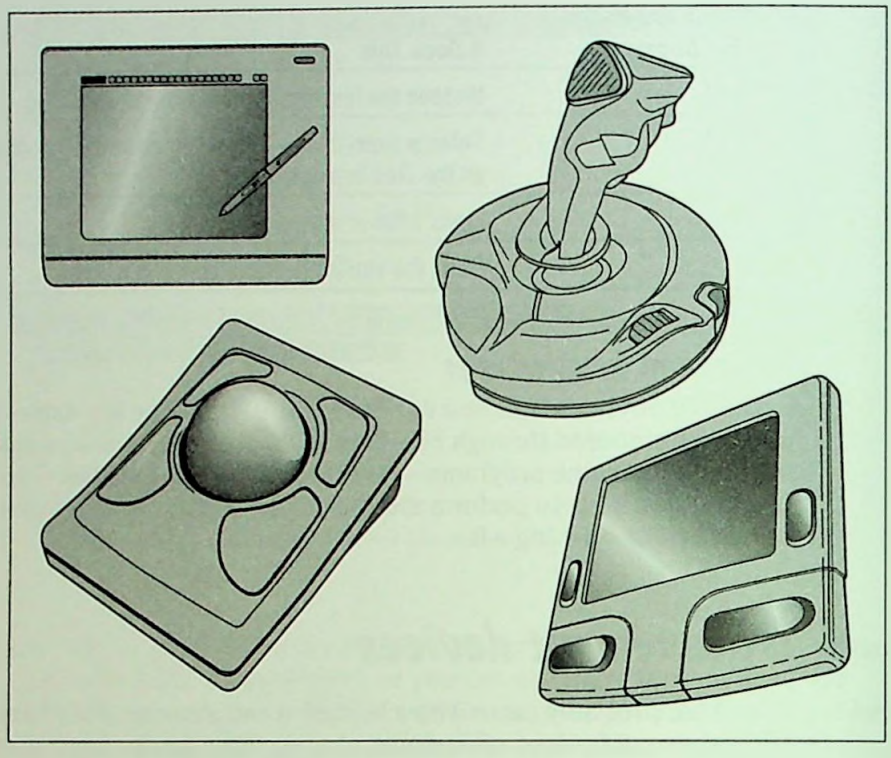


Figure 2-6: Some cool input devices to make playing with the Mac even easier.

Telling Your Mac about Pictures and Sounds



You tell your Mac to take some sort of action or give it information when you type on the keyboard or use an input device. You are giving your Mac *digital data*, information expressed only in numbers, when you type. But sometimes you have information that you don't want to or can't type. For example, you can't type a sound, and you can't type a picture! And unlike you, your Mac can't make head or tails of sound and light waves, called *analog data* by nerds. For your Mac to understand pictures or sounds, the information needs to be *digitized* or changed into digital data.

Scanners

Suppose that you have a picture — a photograph of your best friend — and you want your Mac to put it into a story you're writing. One way to tell your computer about the photograph is to *scan* it.

You can find different types of scanners, but the most common type are *flatbed* scanners that work like photocopiers. You put your photo down on the glass surface, and the scanner takes a picture of it and then changes the picture into information that the computer understands.

But scanners aren't used only for pictures. You also can use a scanner if you have a long document that you don't want to type. Unfortunately, when you scan the document, your Mac doesn't realize that you're scanning words. The scanner just takes a picture of the words. That means that you can't use the words in a word-processing program. You can't edit them or change them. There's a way around this problem, though.

You can get special software for your Macintosh known as *optical-character recognition* software or OCR software. This type of software looks at the picture of the words that you've scanned and tries to decide what the words are. The software turns the scanned picture into text that you can then edit or change. OCR software used to be really expensive and not very good, but today's OCR software is much more efficient and lots cheaper.

Digital cameras

Another way to get a photograph into your computer is to use a digital camera to take the photograph. A digital camera's not like a regular camera. It doesn't use film. Instead, when you take a picture with this type of camera, it saves the picture as a digital file that your Mac can read. Then when you get home, you connect the camera to your Mac and download the pictures. Presto! The pictures you took are stored in your Mac.

The pictures that you can take with a digital camera don't look as good as pictures that you take with a regular camera. And good digital cameras cost a lot of money — up to several thousand dollars for the really good ones. But they're also a fast and easy way to get pictures into your Mac.

Connectix QuickCam

Unlike most digital cameras, a QuickCam records video — but only when it's plugged into your Mac. For example, you could use a QuickCam to film your dog doing a trick — as long as your dog is sitting in front of your computer. But you can't use a QuickCam to take pictures unless you have your computer with you. Since most Macs are a little heavy to carry around, you probably shouldn't plan on taking your QuickCam with you on your vacation. (Of course, you could if you have a laptop computer, but it's still a little awkward.)

But a QuickCam is very cheap. You can find a black-and-white QuickCam for less than $100 and a color QuickCam for under $300. And special software that comes with a QuickCam lets you stop the video and capture a single picture to use as a photograph.

Microphone

To get analog sounds, such as people talking or your dog barking, into your computer, you need a microphone. Luckily for you, if you have a Mac that was made in the last several years, you already have a microphone. On some Macs, the microphone is built in — it's the round collection of dots on the top center of your monitor. But many Macs, including Performas, come with a separate microphone. It's the small, half-oval shaped piece covered with patterns of dots. The little ledge on the bottom lets the microphone rest securely on top of your monitor. (Well, securely if you don't start pushing the monitor around.) You plug the microphone into the jack with a little microphone icon on the back of the Mac. (Of course, the microphone icon looks nothing like the microphone — but that's icons for you!)

Letting Your Mac Talk Back

Maybe you've never noticed your Mac talking back to you. After all, you're familiar with talking back — that's when you tell your Mom that she should send your vegetables to the starving kids in China and instead she sends you to your room. But your Mac actually talks back to you all the time. It tells you all sorts of stuff about what it's doing and what it's thinking.

Monitors

When your Mac displays a picture on your monitor, it's talking to you. Even the very simplest picture, like Figure 2-7, tells you something. For example, the row of icons along the bottom of the screen says that all those applications are on the hard drive. The icon on the right says that the VROOM CD is in the CD drive. And the disk icon underneath it means that a floppy disk is in the floppy drive — although the plain icon and not very revealing name don't tell you much about it! The open window shows some of the many things stored on the hard drive. And the little icon in the upper right corner says that Microsoft Word is the open program. Whew! The monitor really says it all, doesn't it?

You don't have to know a lot to choose a monitor. Most people stick with the monitors that come with their Macs. If you have tons of money, though, you can buy a large monitor, such as a 17-, 20-, or 21-inch monitor. (Most monitors are called 14- or 15-inches, even though they're clearly not that big.

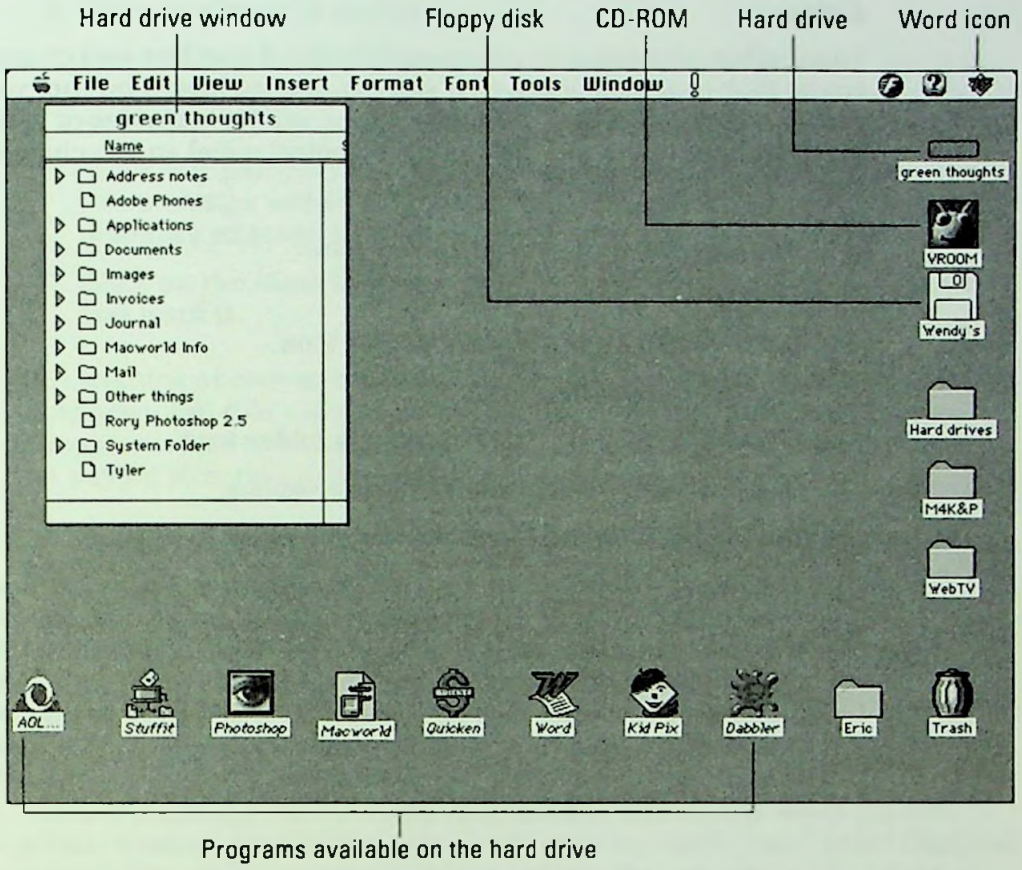


Figure 2-7: Just by showing this picture of a desktop, this computer is giving lots of information.

That's because companies measure monitors on the diagonal — from upper right corner to bottom left corner — instead of using a more sensible 9 inches by 7 inches type of measurement.)

Surprisingly, even though you don't need to know a lot about *choosing* a monitor, you do need to know a lot about *using* a monitor. Some very expensive monitors come with entire panels of controls for adjusting weird techie things like gamma and alignment. Fortunately, you don't really need to know anything about gamma and alignment. What you need to know is much more interesting.

Brightness and contrast

Just like the controls on a television, your monitor probably has controls for brightness and contrast built into it. Look for a little sun icon (brightness) and a little half-circle icon (contrast). If your monitor has these controls, you can fuss with them to improve the quality of the picture. If you don't see those controls, try reading your monitor's user manual to find out how to adjust the brightness and contrast.

Colors

Your System also has a Monitors control panel that lets you change the colors that your Mac displays. If you click on the Grays button, your Mac won't display any colors at all: everything will be in shades of gray. Follow these steps to check out the Monitors control panel and to change the colors your monitor uses:

1. **Double-click on your hard drive icon.**

   The hard drive folder opens.

2. **Double-click on the System Folder icon.**

   The System Folder opens.

3. **Double-click on the Control Panels folder icon.**

   Guess what? The Control Panel folder opens.

4. **Double-click on the Monitors control panel to open it.**

   The Monitors control panel opens, as shown in Figure 2-8! See the list of numbers in the Settings of selected monitor area at the top of the window? Those numbers represent the *color depth* of the monitor — the number of colors it displays. The options are from 16 colors up to millions of colors on high-end monitors. When you click on the 16, your Mac displays 16 colors, ranging from black to white. When you click on the 256, you see another 240 shades, and when you click on thousands or millions, you add even more.

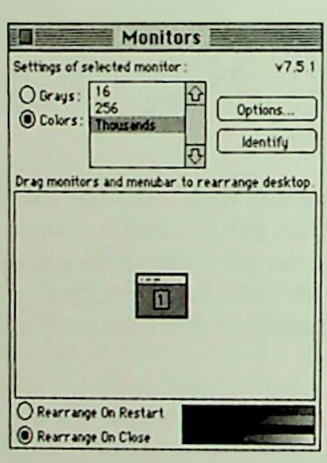


Figure 2-8: Monitors control panel.

5. **Click on the Grays radio button.**



A funny thing happens when you're using System 7.5.1 and you try to change your display to grays while it's displaying thousands of colors. The funny thing is — nothing happens. You can display 16 shades of gray or 256 shades of gray, but thousands are always in color.

6. **Click on either 16 or 256.**

   Everything your Mac shows you is now gray. If you go into a painting program, the same number of shades are available to you — but they're all shades of gray.



   The lower part of the Monitors control panel lets you determine how two monitors will work together, if you should happen to have two monitors attached to your Mac. Otherwise, it doesn't do anything.

7. **Click on the close box when you have the control panel set the way you want it.**

We can think of only one reason why you may actually want to make everything gray, and that's speed. If you set the colors to 16 shades of gray, your computer works noticeably faster. Your Mac can think a lot faster when it's not paying attention to all the colors that display on your screen.

Usually though, you switch from displaying thousands of colors to displaying 256 colors. While thousands of colors are great for some things (such as photo-editing or looking at art CDs), most games work better (and run faster) if you use 256 colors.

Printers

Another method your Mac uses to talk to you is printing. When the Mac prints, it takes material that it remembers as numbers (there's that digitized information again!) and converts it to a form that you can read — light waves on paper that you understand as text or pictures!

Choosing a printer

If you're thinking about buying a printer, you need to know a few things. You probably have a choice of one of two types of printers, laser printers and inkjet printers.

Laser printers aren't cheap. They cost anywhere from $700 to several thousand dollars, but the $700 to $1000 range is right for home use. Laser printers work sort of like photocopiers. The printer has a cylinder inside it, called a *drum*. When the printer prints, it puts an electrical charge on the drum that matches the black areas being printed. The charged areas attract toner, which is a black dust that comes inside a cartridge. (Treat toner cartridges carefully! We can guarantee that if you spill a toner cartridge inside your house, you will be grounded for life.) The drum transfers the toner to the paper. Then the printer applies a little heat to the paper, fixing the toner in place. The pages that print out are beautiful. Edges are sharp and clear, and pictures look great.

Inkjet printers are a lot less expensive than laser printers. Plus, almost all inkjet printers print in color or black-and-white. So, why, you ask, does anyone buy a laser printer? Well, inkjets work by spraying ink onto the paper in a pattern of very fine dots. Because paper is absorbent, the ink sometimes spreads slightly, making for blurry edges on your type and pictures. And inkjet printers are slow, taking a long time to print a single page. Still, they're okay for using at home — and they're a real bargain. You can get a black-and-white inkjet for just over $100 (if you can find one — lots of places no longer sell them) or a color inkjet for less than $300.

Using the Chooser

In order to use your printer, you have to tell the Mac that it's there. Fortunately, you don't have to do this every time you use the printer — just the first time. Follow these steps:

1. **Move your cursor to the Apple menu (the Apple icon in the upper left corner of your screen).**
2. **Press and hold down the mouse button.**

   The Apple menu appears (see Figure 2-9).

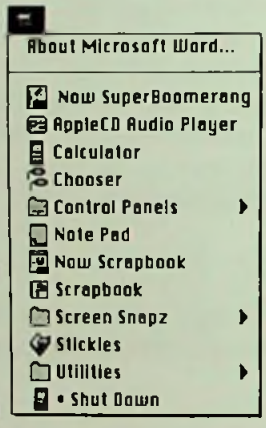


Figure 2-9: The Apple menu.

3. **Drag the cursor down to the item called Chooser.**
4. **Let go of the mouse button.**

   The Chooser window pops up (see Figure 2-10).

   The left part of the window shows the printers that your Mac knows how to use. If you don't see your printer there, you need to install the software that came with your printer.

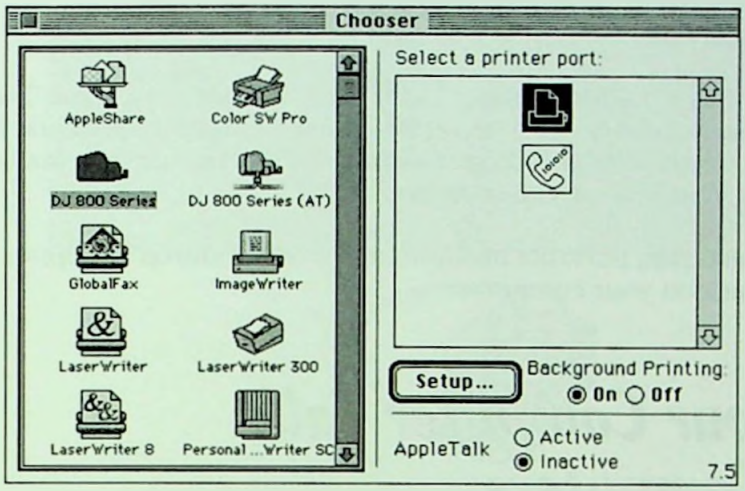


Figure 2-10: The Chooser.



5. Click on the printer icon that matches your printer.

- If you have a laser printer and your printer isn't in the list, click on the LaserWriter 8 icon. Your printer's name should appear in the right side of the window.
- If you have an inkjet printer, a choice of ports (either the printer or the modem) is on the right. Click on the port that your printer is plugged into. (It ought to be the printer port.)

6. Take care of these two options while you have the Chooser open:

- **Background printing.** When background printing is on, the printer prints while you're doing other things — maybe. While your printer is printing, your Mac needs to use some of its memory to think about printing. If your Mac doesn't have a lot of memory, you may not be able to do much while it's otherwise occupied. On the other hand, when background printing is off, you definitely can't do anything while your Mac is printing.
- **AppleTalk.** If you have a laser printer, you need to turn AppleTalk on by checking the Active button. AppleTalk is what the computer uses to send messages out to the printer. (On the other hand, if you're using an inkjet printer, you don't need to have AppleTalk on. Make sure the Inactive option is selected.)

7. Click on the box in the upper left corner of the Chooser window to close it.

That's pretty much it. Your printer is set to go.

Speakers

Your Mac has a built-in speaker, but frankly, it's not very good. The sound that comes out can be a lot better if you use computer speakers. These speakers are *shielded*, which means that the electromagnets inside them won't bug your Mac or your monitor.

You can also plug portable headphones or other stereo headphones into the speaker jack on your computer.

Getting Your Computer Talk to Other Computers

Macs are very sociable creatures; they have no problems getting together with other Macs and sharing information. The Macs can be in the same room or the same house, across the street, or around the world — as long as you have the right stuff.

If you have two computers in your home, you can connect them so that they can talk to one another. This is called a *network*. The computers probably won't do too much chatting back and forth late at night, but you can move files from one computer to the other, share a printer, and maybe even play two-person games with your friends.

Your Mac can talk to computers outside of your home, if you have a modem, the telephone lines, and the right software. This is called being *online*.

Connecting two Macintoshes

To attach two Macs, you need some connectors, called PhoneNet connectors. You need two PhoneNet connectors to hook two Macs together; three PhoneNet connectors to hook two Macs and a printer together. You also need telephone cables (either one or two). To make the connection between two Macs, follow these steps:

1. **Turn off both computers.**
2. **Connect one PhoneNet connector's round plug to the printer port of your Macintosh (see Figure 2-11).**
3. **Connect the second PhoneNet connector's round plug to the printer port of the second Macintosh.**
4. **Plug the telephone cable into one of the phone jacks on each of the PhoneNet connectors. (Each PhoneNet connector has two jacks.)**

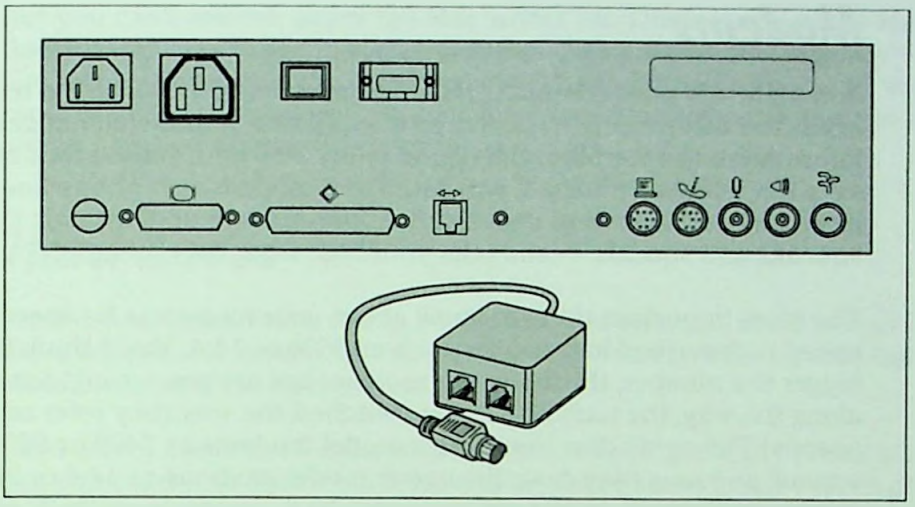


Figure 2-11: PhoneNet connectors are easy to handle.

5. **Turn on the computers.**
6. **Open the Chooser in both computers and click on the Active button next to the word AppleTalk.**

   Ta-da! You've just created a network. Once connected, you can exchange files between the two Macs. (If you forget how to get to the Chooser, see the section "Using the Chooser.")

Connecting two Macs and a printer

Quite often families have more than one Mac but just one printer. Rather than fight over which Mac gets the printer, why not connect both to the printer? To connect two Macintoshes and a printer, follow these steps:

1. **Follow Steps 1-3 in the preceding section.**
2. **Plug the third PhoneNet connector into the printer.**
3. **Plug a second piece of telephone cable into the jack of the third PhoneNet connector and one of the empty jacks on the first PhoneNet connectors.**
4. **Turn on all three devices — both Macs and the printer.**
5. **Open the Chooser in both computers and click on the Active button next to the word AppleTalk.**

   You can now print from either computer.

Modems

A modem lets your computer talk to other computers over the telephone lines. You can think of a modem as a translator. A modem changes the information in your Mac (the digital stuff) into information that can flow over the telephone lines. If you listen to a modem on a phone line, it sounds like a lot of squeaks and squeals. But your modem understands those squeaks and squeals — and tells your Mac what they mean.

The most important thing to know about your modem is its speed. The speed is described in numbers such as 9600 or 14.4. You'd think that the bigger the number, the faster the modem, but are you wrong! Somewhere along the way, the technical nerds switched the way they refer to modem speeds. The nerds described older model modems as 2400 or 9600 *bits per second*; and now they describe newer model modems as 14.4 or 28.8 or 33.6 *kilobits per second*. In bits per second, a 33.6 modem is really 33,600 — a lot faster than a 9600 modem.



A *bit* is a computer's smallest unit of measurement. Eight bits make up a *byte*, which is a big enough unit to let a computer remember about one character. A *kilobyte* (K) is 1024 bytes of memory, and a *megabyte* (MB) is just over a million bytes. If your modem transfers information at 9600 bps, it takes about 15 minutes to transfer a single MB of information.

The faster your modem, the more you'll enjoy being online. A speed of 9600 or 14,400 bits per second may sound fast, but it's not. That speed is really slow, especially if you're receiving images. If you want to spend much time online — and especially if you want to use the World Wide Web — convince your parents to get you the fastest modem possible.

Many modems can also send faxes. A fax is just another way of sending information over the phone lines. You can send faxes to other computers with fax modems or to fax machines: either way, the fax is received as a picture of the document you sent.

Reading and Writing — Mac-Style

If you need to remember something important such as a phone number or a birthday, you probably write it down. Your Mac also writes things down. If it didn't, it wouldn't be able to do anything at all. The Mac remembers how to do all the things it does — from drawing the little pictures on the screen to word processing to finding files, absolutely everything — because the instructions are all written down.

But you can't see the paper the Mac writes on. That's because the Mac doesn't write on paper; it writes on disks. And instead of using easy words like *writing things down* to describe what the Mac does with stuff it wants to remember, Mac nerds call it *storing data*. Your Mac writes stuff down (or stores data) on several different types of disks.

Hard drives

Hard drives (sometimes called hard disks) are one type of disk. Your hard drive is probably inside the computer where you can't see it, although some Macs have external hard drives.

Hard drives come in all different sizes, but they're generally pretty big. You can compare your Mac's hard drive to an entire storeroom — like a garage or basement or extra bedroom. If your Mac is new, its hard drive should hold at least 1GB (or *gigabyte*) of information. That's big enough to store about a million pages of text. But pictures, programs, sounds, and movies take up a lot more room than simple black-and-white words, and most people find it pretty easy to fill a hard drive. And when your hard drive is filled, your Mac needs more places to store information.



Furthermore, even if your Mac can store your System Folder, your work, and all your applications on its hard drive, hard drives — like cars, televisions, and every other mechanical gadget — have been known to break. If the Mac hard drive breaks, you can lose everything that's ever been written on it. So you should always back up your work by having your Mac write it in more than one place.

Floppy drives and disks

Most Macs come with a special drive that lets you copy the information in the Mac and store it outside the computer. This type of drive is called a *floppy drive* because you put floppy *disks* in it so that the Mac can write on the disks (see Figure 2-12).

Floppy disks are small, hard, plastic squares. If you have a very new computer, it may not have any floppy disks, but floppies come in pretty handy, so you'll probably want to get some. Floppy disks hold 1.4MB or about 1,000 pages of text. In fact, you can think of floppy disks as drawers, good for keeping small things in one spot. But what if floppy disks can't hold enough information for you?

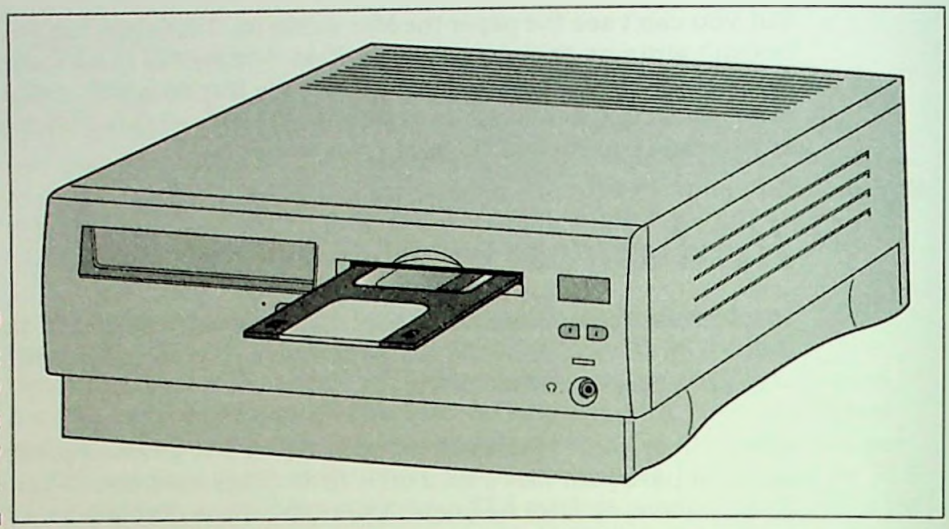


Figure 2-12: Floppy disks aren't really floppy.

Removable storage options: Zip, SyQuest, and Jaz drives

If your floppy disks are too small, you need to move on to the Big Storage scene. Removable-cartridge systems are closer to closet-sized storage areas. They come in different shapes and sizes (see Figure 2-13). However, Macs usually don't come with removable cartridge systems; you have to buy the systems separately.

- **Zip drives.** If you're ready for the next step up from floppy disks, you may want a Zip drive. Its disks can store 100MB of data, cost about $20, and look like fat floppy disks; a drive costs around $150. Zip drives and disks aren't all that expensive, they're both easy to use, and they're safe.
- **SyQuest drives.** If you've got money to burn and people that need your files, you may want a SyQuest drive. The drives and cartridges come in lots of different sizes, from 44MB up to 1000MB. The drives range in price from about $300 to $500, and the disk prices also vary, from about $10 to $50. Publishers and graphic designers frequently use SyQuest drives, because they've been around for a while and a lot of computers have them.
- **Jaz drives.** These drives are the Big Kahuna of data storage. Their cartridges can hold an amazing amount of data — 1000MB and cost about $100 each; the drives cost about $500. Unless you're really into video or some serious photo-editing, you probably won't need nearly this much extra storage.

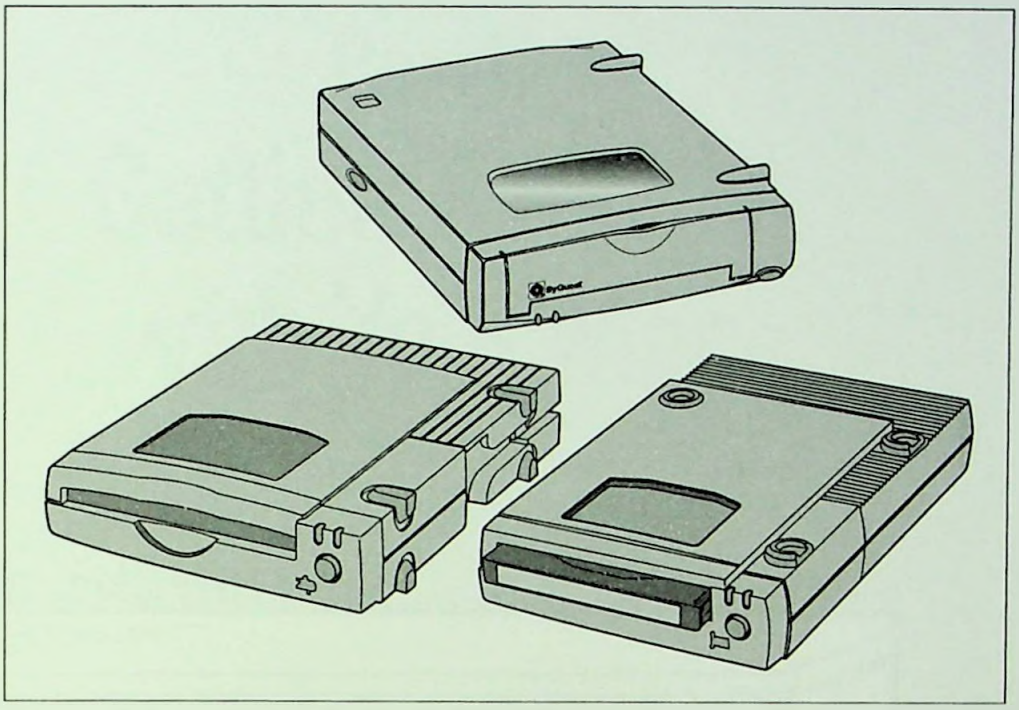


Figure 2-13: Look at all the super drives available these days.

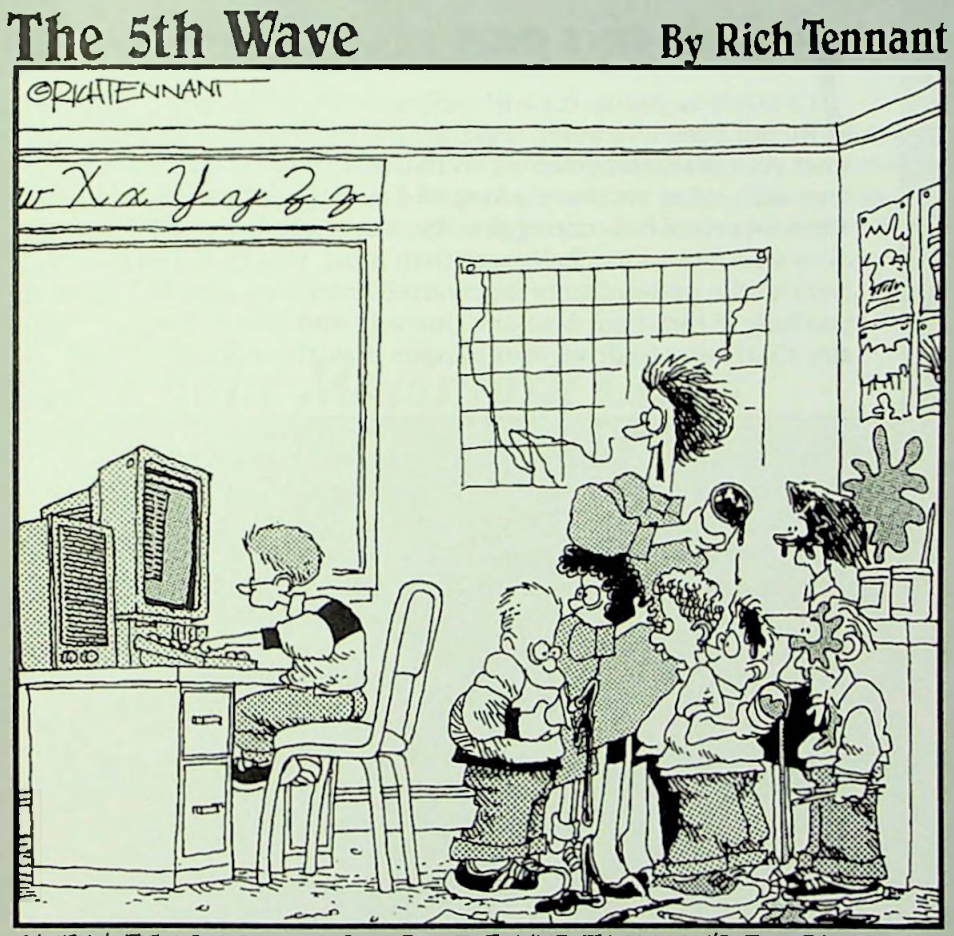
CD-ROMs

CD-ROMs also store information — lots of it. A CD can hold about 600MB of data. But without special equipment, your Mac can't write on a CD-ROM. You see, CD-ROM stands for *Compact Disk — Read Only Memory.*

Since August 1995, Apple has been building CD drives into all the computers it makes. If you don't have a CD-ROM drive, you need to get one because most software comes on CD-ROMs; you can't use the software if you don't have the CD-ROM drive. An external CD-ROM drive costs about $200 to $300.

Using a CD-ROM is simple. When you put a CD-ROM into your drive, its icon appears on your desktop, just like the icon of your hard drive or a floppy disk. Double-click on the CD icon to open it — and whatever's on the CD-ROM takes over.

Part II
Getting Friendly with Your Mac



In this part . . .

If a Mac's anything, it's a friendly machine. Just how friendly you find out in this part. We tell you how to treat your Mac, and yourself, so that you both come to love each other and have a long and lasting relationship. Then we reveal how caring the Mac can really be to those of us who face more challenges than most. Finally, we drop all the pretending to be civilized creatures and show you how to turn your Mac into one wild and crazy monster that's sure to drive your parents over the edge.

Chapter 3

Keeping Your Mac — and You — Happy

In This Chapter

- The care and feeding of your Macintosh
- Don't let your Mac hurt you
- Keeping your files and folders straight

The Macintosh hardware and the Mac and peripherals work together to let you do all of the cool things that you can do with a computer. This chapter shows you how to keep the hardware happy and working properly. Just as importantly, it helps you figure out how to stay happy while using your Mac.

Keeping Your Macintosh Clean

One of the big enemies of any computer is dirt — dirt inside the computer and dirt outside. When dirt and dust get inside a computer, they can cause it to slow down, overheat, or even break down altogether. Dirt and grunge on the outside of the computer can keep your mouse and keyboard from working and can even keep you from seeing your screen clearly.

Cleaning the keyboard

Keyboards pick up dust from the air, and oil and grime from your fingers. Yes, we're talking about your fingers; the ones you didn't wash when you got home from school. Really. We can tell that they're dirty from here. Yeesh.



Wash your hands before you start to work on your computer. And don't forget to dry your hands throughly. We know, we sound like your mom. Believe us, we're only thinking about your poor computer. We won't even begin to talk about how messy your room is.



Apple recommends that you always turn off your Mac before you connect or disconnect any of your cables. Although many people have gotten away with it for years, Apple claims that plugging in an ADB device while the Mac is on can possibly burn out a chip on the motherboard, which is expensive to fix. Don't take the chance; always turn off your Mac before you mess with any cables.

Follow these steps to clean your keyboard:

1. **If your Macintosh is already off, skip to Step 3.**

   If your Macintosh is on, click once on the icon of your hard drive to get to the Finder.

2. **Choose Special⇨Shut Down.**

   The Mac turns itself off after a moment.

3. **At the keyboard end, unplug the ADB cable that runs from your Mac to the keyboard.** ***(ADB* stands for *Apple Desktop Bus.)***

4. **Using a clean, soft cotton cloth, dust the keyboard.**

   - If any stubborn and icky deposits won't come off with gentle rubbing, you can moisten — not wet! — the cloth with *one* spray of glass cleaner and then try again.
   - Never spray the glass cleaner directly onto the keyboard.
   - You can clean the nooks and crannies between the keys with a dry cotton swab.
   - Sometimes a toothpick comes in handy to remove fuzz and small bits of grunge.

5. **Reconnect the ADB cable, start your Mac, and type away.**

Cleaning the mouse (and trackballs, too)

Sometimes the movement of the cursor starts seeming sticky. Instead of sliding smoothly across the screen, it moves in jerks and starts. Usually this jerkiness means that it's time to clean out the mouse. Follow these steps:

1. **Turn the mouse upside down and push counterclockwise on the retaining ring that surrounds the ball.**



   If you have one of the newer Apple mice, you may have a locking retaining ring. With one of these mice, you can try to turn the ring forever and not be able to get the thing off. Here's how to tell if your ring locks. Does it have a small hole at the top of the ring? If so, it's the locking type. Straighten out a small paper clip, insert the end into the

hole, and turn the ring counterclockwise. It should pop right out. If you don't have a locking ring, but the ring is really hard to open, it could just mean that the inside of your mouse is super gunked-up.

2. **Now turn the mouse right-side up and shake out the ball and the ring.**
3. **Rinse off the ball with plain water.**
4. **Dry the ball carefully with a soft cloth that doesn't leave lint.**

   Ask your parents for a cloth like that. Don't use your T-shirt. And you should never clean the ball with rubbing alcohol; the alcohol can eat away the ball's rubber coating.

5. **Now take a peek inside the mouse.**

   See the little wheels inside? They tend to get gunked up with all sorts of dirt, usually in a line right down the center of the wheel.

6. **Scrape off the dirt all the way around the wheel with a fingernail or a toothpick, or you can use a cotton swab moistened in alcohol (again, it shouldn't be so wet that it's dripping).**

   Work slowly and carefully; you're in no hurry.

7. **Gently knock any loose dirt out of the mouse.**
8. **Drop the ball back into the mouse, and replace the ring.**

   The cursor should now slide smoothly across the screen, just like it used to. If you have cats or other pets that shed, get used to doing this, because you'll probably wind up cleaning out the mouse every month or so. As you might expect, cats and mice don't mix!

To clean a trackball, just pop out the ball and clean the little wheels inside. Trackballs are like mice turned on their backs.

Cleaning your monitor

Cleaning your monitor is easy. You need that clean, soft cotton cloth that doesn't leave lint again and some spray glass cleaner, such as Windex. The most important thing to remember is that you never spray glass cleaner directly onto the monitor. Hold up your right hand and repeat this: "I will never spray glass cleaner on my monitor." Instead, always spray the cleaner onto the cloth and use only one squirt of cleaner at a time. Failure to follow these instructions can result in a fine, jail time, or both. Okay, we're just kidding about the jail time. Follow these steps to get your monitor squeaky-clean:

1. **Take the clean, soft cloth and squirt one — and only one — spray of glass cleaner on it.**

   It doesn't really matter if your monitor is on or off.

2. **Apply the cloth to the face of the monitor, wiping left to right, moving down the face of the monitor.**
3. **You may reapply one — and only one — spray of cleaner to the cloth about halfway down the monitor, if the monitor is especially gross.**
4. **Don't forget to wipe down the rest of the monitor case, too. It gets pretty dirty on the top of the case.**



Consider getting a monitor dust cover, especially if your family doesn't use the computer that much.

Cleaning the floppy drive



In general, you shouldn't have to clean the floppy drive inside your Mac. As long as you use it fairly regularly, it doesn't usually get gummed-up. We've owned Macs for years and years that never needed their floppy drive cleaned. But if you have a cat or a dog that sheds a lot, you can get pet hairs stuck up in there. You can tell that your drive needs cleaning if you can't read any disks that you put in or if you can't copy files onto a new disk.



Kids, this one is best left to your parents. They can use a floppy-disk cleaning kit that is available at most computer stores, along with a program called TechTool, to clean the floppy disk drive. TechTool is on the CD-ROM that comes with this book. Have your folks follow the TechTool instructions if a floppy drive needs cleaning. If your parents clean a drive and it still doesn't read or write data, it's time for a trip to the repair shop.

Avoiding problems in the first place

Spilled food and drinks are the things that keyboards and mice fear the most. We know. They've told us. Here's a typical story. The names have been changed to protect the guilty kid.

> **Keyboard, 3 years old:** I had a brother once. Rolled off the assembly line right next to me. We weren't exactly close, but we kept in touch. A real nice family adopted him, and everything was fine — until one day. It was the middle of summer, and the kid in the family, Jimmy, was playing Marathon Infinity. He got a little too excited and spilled a big glass of lemonade right into my brother. Sure, they tried to clean it up, but the stickiness just wouldn't come out. After that, he was never the same. They tried repair shops, but even the experts couldn't help. My brother ended up in a dumpster.

Don't let this tragic story happen to your keyboard or mouse. Keep drinks and food away from your computer!

Avoiding magnetic personalities

Be sure to keep your Mac, and its monitor, at least a few feet away from other magnetic sources, such as a television, stereo speaker, or power line. Magnetic sources can affect the way your screen looks and the way your Mac acts.

Floppy disks — in fact disks of all kinds — don't like magnets, either. Magnets can erase data on disk media. So keep that kitchen magnet at least three feet away from the computer. Same for things like magnetic paperclip holders. There's a story about a kid who had his history assignment on a floppy disk and wanted to make sure that he didn't lose it. So he stuck the disk to the refrigerator with a big kitchen magnet. Naturally, when he tried to use the disk again, it was blank. We don't know if this story is true. But you shouldn't try to find out.

Getting Set to Use Your Mac

Now that you know how to take care of your Mac, you can get down to business and actually use the thing. Well, almost. We want to talk about placing your Mac so that you are comfortable, how to set your computer up so that you can share it with your family without open warfare, and how to protect yourself from losing information in the event that your computer messes up.

Don't let your mac hurt you!

Well, maybe that title is a little extreme. It's not that the Mac can hurt you, it's more like you could hurt yourself if you aren't comfortable in front of your computer. It's important to have the furniture, the computer equipment, and lighting all placed in the right spots and carefully adjusted to your body. What you want to create is the proper ergonomic work space (*ergonomic* is a fancy word that means that you and your Macintosh should be adjusted for each other).

Put the keyboard and mouse in their places

You should try to place your keyboard and mouse so that you can reach them comfortably. You want your arms to be in a relaxed, natural position, not one where you are reaching or stretching in order to get to the mouse or keyboard. When you and your keyboard are properly positioned, your forearms are parallel to the floor, and your wrists and hands are in line with your forearms, not bent or stretched at an angle. Try not to bend your mouse wrist too much to one side or the other. Figure 3-1 shows the right way to hold your wrists.

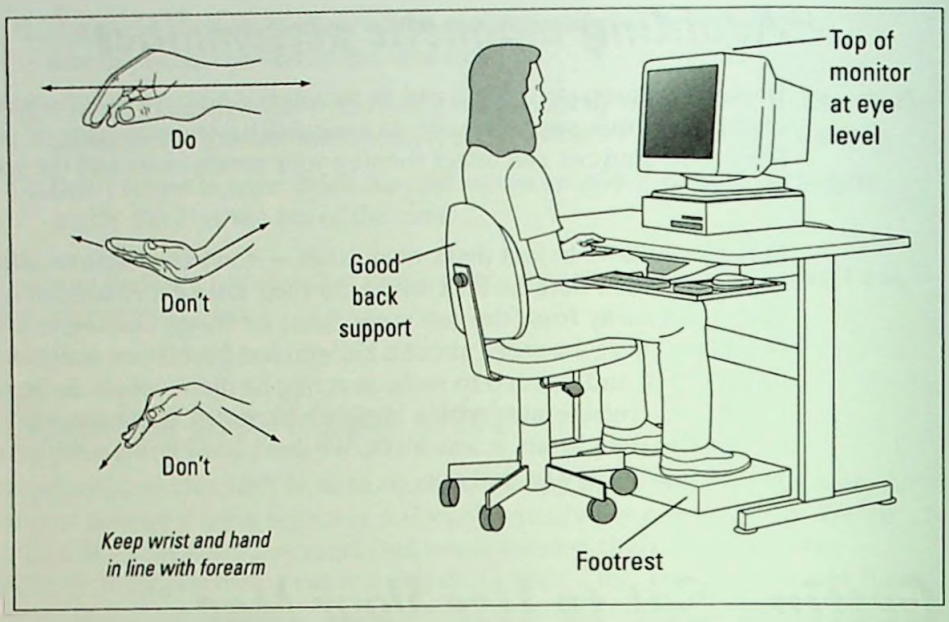


Figure 3-1: When you use a mouse, keep your wrist in line with your forearm. Sit straight, but don't strain. The level of your eyes should be just under the top of the screen.

Use the old "sit up straight" policy with computers, too

You know how adults are always telling you to sit up straight? It turns out to be good advice when you're working with a computer. You want to sit up straight, but don't overdo it. Don't sit up so stiffly that it feels unnatural. Just relax and let the chair support your back.

It's really nice if you can get an adjustable chair, one that can raise up so that your eye level is just below the top of your computer screen. If you do get an adjustable chair, make sure that your feet are flat on the floor (for older and bigger kids) or get a footrest (refer to Figure 3-1).

Cut down on glare

Try to set up your work space so that no light glares directly on your computer screen. Glare equals eyestrain. That means that you want to try to set things up so that light sources are at a 90-degree angle to your screen. In other words, try to set lamps up so they are toward the sides of your work space, not directly behind the computer or behind you. You especially want to avoid having your computer screen right in front of a window. The glare from the window can blow out the image on your screen, and you'll be squinting right into the light. Bad news.

Take it easy on yourself

Your work habits are important; you should make sure that you don't overdo it in front of the computer. Make it a habit to take a break at least once an hour — get up from your chair, stretch, and walk around for a few minutes. It's better to take short, frequent breaks than longer ones every couple of hours.

You should also learn to take a light and easy touch on your keyboard. Pounding the keys doesn't make you look cool, but it does make your hands and arms much more tired much faster.

Keeping your files and folders straight

One of the nice things about using the Mac is that you are not forced to organize your hard disk the way some programmer you've never met thinks you should. Instead, the way that you organize the files and folders on your desktop is up to you. That means that things can be as messy or as neat as you can stand them. Organizing your desktop is called *file management*. You will develop your own style of file management as you work with your Macintosh, and only you can decide what is best for you. We can give you some ideas, but then you are on your own to do things your way.

Creating new folders

You need to know how to create new folders. Luckily, the process is easy. Just follow these steps:

1. **Open a window in the Finder.**
2. **Choose File⇨New Folder, or you can press the command key shortcut that does the same thing — ⌘+N.**

   A new folder appears, with the name `untitled folder` highlighted and ready for replacement.
3. **Type in the name that you really want for the folder.**

Starting at the root level

The root level is the window that you see when you double-click on your hard disk's icon. It's the first level in the layers of folders on your disk. We suggest that you try to keep the number of folders at the root level to a minimum. When you have more than five or ten folders at the root level, things can quickly become confusing. For many people, you can get away with three folders at the root level: the System Folder, an Applications folder, and a Documents folder.



You may be tempted to move the System Folder into another folder to get it out of the way. Resist the temptation. The System Folder works well only when it is at the root level.

Setting up the Applications folder

If you don't already have an Applications folder, create one now. You then can put all your application programs, such as ClarisWorks, inside the Applications folder. As you install new programs onto your hard disk, their

installer programs will create folders for them, usually on the root level. Feel free to tidy up the disk by dragging these new program folders into the Applications folder, too. And don't be afraid to create new folders within the Applications folder; after all, the idea is to organize things so that you can find them easily.

Organizing your stuff in the Documents folder

The files that you create with your applications, such as reports and other schoolwork, and your personal letters, go inside the Documents folder that is on the root level. Inside the Documents folder, you should feel free to create whatever folders you need. However, we have some suggestions that might make things easier.

- Unless you are the only one using the Macintosh, the first thing you should do is create a folder with your name. You can put all your stuff inside this folder. Remember that you can have as many (or as few) folders inside the folder with your name as you want.
- Inside the folder with your name, we suggest that you create folders for the main things that are going on in your life. You might have folders for school, family, and friends. Inside the School folder, you can have subfolders for each of your subjects, or for the kinds of things you do for school, such as book reports, or research papers.

See Figure 3-2 for a way you may want to arrange folders.

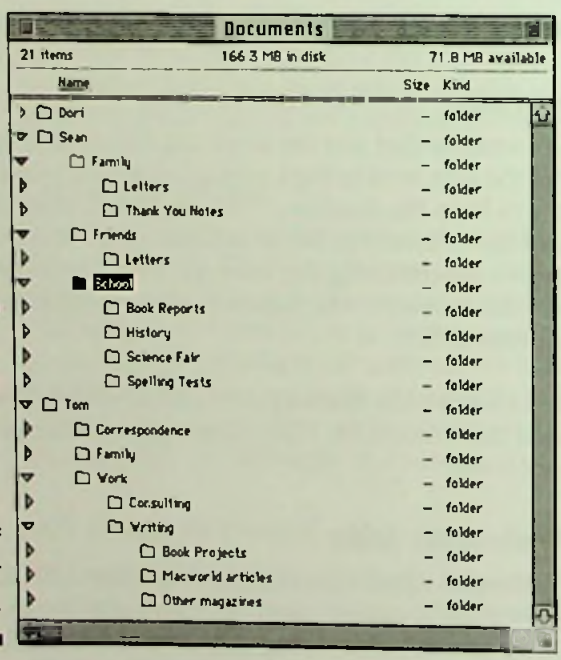


Figure 3-2: Organizing the Documents folder can make finding stuff easier for everyone.

Sharing a Mac

Look at Figure 3-2 again. Did you notice that it has three people's sets of folders? That shows you the best way to organize your files when your whole family (or even just the kids) is sharing your Mac. Give each person his or her own folder, and let each person organize things in ways that makes sense to him or her.



Don't try to create a grand structure ahead of time. Let your file and folder structure grow as your needs grow. If you start out by trying to anticipate every possible document that might need a folder, you will get frustrated (because some things didn't fit into your scheme) or you'll find that you have many folders that are never (or hardly ever) used.

Remember to save your work

We hate to admit it, but Macs do crash. And when they crash, you are going to lose any unsaved work that you have done. So you must get into the habit of saving early and saving often. There's nothing more frustrating than spending a couple of hours working on a term paper or report, and then having all of that work disappear into thin air because your Mac crashed and you hadn't ever saved.



When a computer crashes, it's almost never your fault. There's nothing you can do to your Mac in normal operation that can make the thing crash — or hurt the machine. Computers crash because some programmer forgot to think of all the possible things his or her program could do, or because one bit of software doesn't get along well with some other bit of software. In rare cases, the machine itself — the hardware — physically breaks down. Here's what you should remember: What you can do is to be prepared by saving your work often.

You should train yourself to choose File➪Save whenever you have a slight break in your work. Don't forget that the command key shortcut for Save is ⌘+S. Teach your left hand to automatically press that shortcut whenever your work flow is interrupted, even for a second. When the phone rings, press ⌘+S. When your little brother comes into the room, press ⌘+S. When your father says hello, press ⌘+S. Whenever your nose itches, press ⌘+S. You'll be really happy that you did.

Don't lose your stuff! Back it up!

Even if you become the world's best at using the Save command, you still need to back up your files. Hard disks are very reliable, but they have been known to crash. And a hard disk crash can wipe out all the information on

your whole disk. That would ruin your entire week, and maybe your whole year. You shouldn't worry about this too much, but it does happen and you should be prepared for it. There's an old saying that is true: There are only two kinds of computer users — those who have lost their data, and those who will. The solution is to make sure that your important files are copied onto a second disk.

In the past, floppy disks were an acceptable backup medium, but they are really too small to be useful these days, when hard drives are routinely more than a gigabyte. Check out Chapter 2 for more info on removable cartridges, such as Zip, Jaz, and Syquest drives.



We've made it easy for you to back up your work by including a great backup program on the CD-ROM that comes with this book. It's called DiskFit Direct, and it backs up any hard drive to any sort of removable cartridge drive, including floppy disks, Zip disks, Jaz cartridges, or any of the removable drives made by Syquest.

Chapter 4

Switching Gears: Modifying the Mac for Kids with Disabilities

In This Chapter

- Make your Mac work the way you do
- Discover online places for disabled kids
- Check out other disabilities resources

Having a disability is hard enough. The last thing that you need is for your disability to get in the way of using a computer — especially when there are so many things you can do with the computer to help you overcome the challenges you face.

In the other chapters of this book, we haven't made it clear which of the two authors was doing the writing. This chapter is an exception. This chapter was written by me — Tom — because I have a knowledge of disability that Wendy doesn't. I was born with a disability called spina bifida, and I've experienced lots of the same problems that you may be having. I grew up wearing braces on my leg, and I spent a lot of time in the hospital. So I have an idea how hard it can be. But guess what? You have an advantage that I didn't have when I was growing up. You've got a Mac, the best computer for people with disabilities. More adaptive hardware, software, and other resources are available for the Mac than for any other kind of computer. So let's find out what they are!

Making Your Mac Work the Way You Do

Making the computing experience easy is one of the things that the Mac does best. It has a ton of special hardware and software to help people with

motor skill problems, visual difficulties, and cognitive challenges — that is, difficulty in learning or absorbing information. The features that make the Macintosh accessible right out of the box include

- An adjustable keyboard
- An ergonomic mouse
- CloseView screen magnification software
- Easy Access system software (StickyKeys, SlowKeys, MouseKeys)
- Electronic documentation
- Key-repeat disable
- Text-to-speech synthesis
- PlainTalk, the Mac's voice recognition

It comes with the territory

Apple has software that makes the Mac accessible for people with motor-skill disabilities and with visual problems. These bits of software come with the Mac OS system software, but they aren't installed automatically with the rest of the system; you must do a special installation. I explain how to do that a little later, but first, look at what the software is and what it does:

- **CloseView** enables you to magnify screen contents up to 16 times. Making things on the screen bigger can really help you out if you have a visual impairment. When you use CloseView, it's like you're holding a magnifying glass in front of the screen.
- **Easy Access** is a control panel extension that contains a set of keyboard tools. These tools, also called utilities, assist people who may otherwise have difficulties using the keyboard or the mouse. Included as part of Easy Access are three main features. A fourth feature, Talking Alerts, is new to System 7.6.
  - **Mouse Keys** lets you do every function of the mouse using the numeric keypad (that's the part of your keyboard that has the square block of numbers). You can click, drag, and perform all the usual mouse activities with the keypad instead of with the mouse. Mouse Keys also makes it easier to adjust the cursor position, which is often difficult for people who have problems with fine motor control and are trying to use a regular mouse.
  - **Sticky Keys** lets you press one key at a time for any command that usually requires pressing two or more keys at the same time. Think of it like an extra finger that doesn't get tired. This is especially useful if you type with only one finger or with a mouth wand.

- **Slow Keys** makes the keyboard lazy, slowing down how quickly it recognizes a keystroke. If you accidentally press a key, the keyboard ignores it.
- **Talking Alerts** is a new feature released in System 7.6. Found in the Speech control panel, Talking Alerts enables the Mac's text-to-speech software to read the text of onscreen alerts after a user-defined period of time — another nice feature for the visually impaired. You should be aware that Talking Alerts functions only on alert messages that pop up a window that you have to pay attention to before the Mac can continue. These windows are called *modal alert dialog boxes*.

All these features are part of the Macintosh's system software, but if you can't find your copies, you can download the Easy Access and CloseView utilities from `http://www2.apple.com./disability/macaccess.html`, the Apple Web site. The site also has an Instruction Page, with step-by-step instructions to help you install and operate this software. If you have access to the Web, downloading is really the best way to get this software; it's much easier and faster than installing it from the Mac OS system disks.



If you can't get to the Web but you have a copy of the Mac OS system software, following is a quick way to install the accessibility software. It's probably a good idea for you to slide aside and let one of your parents deal with installing system software. So call them over, okay? I'm using System 7.6 in these steps, but earlier versions should be similar. Follow these steps:

1. **Put the Mac OS 7.6 CD-ROM into the CD-ROM drive.**

   A window opens on your screen.

2. **Click on the zoom box in that window (it's the little box in the upper right corner of the window) to make the window grow to its biggest size.**

   The window should look like the one in Figure 4-1.

3. **Double-click on the Software Installers folder.**

   The folder opens.

4. **Double-click on the Mac OS 7.6 folder.**

   That folder opens, and you get a window that looks like the one in Figure 4-2.

5. **Double-click on the Installer application.**

   You get a welcoming screen.

6. **Click on the Continue button.**

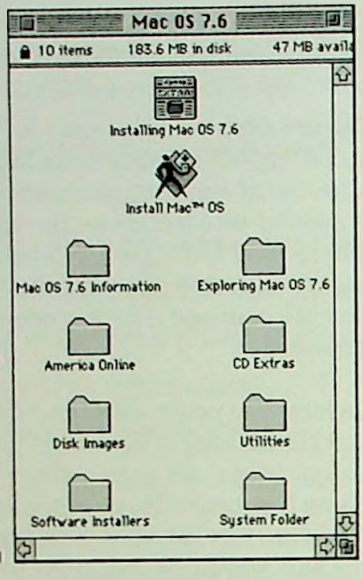


Figure 4-1: The Mac OS 7.6 CD-ROM window.

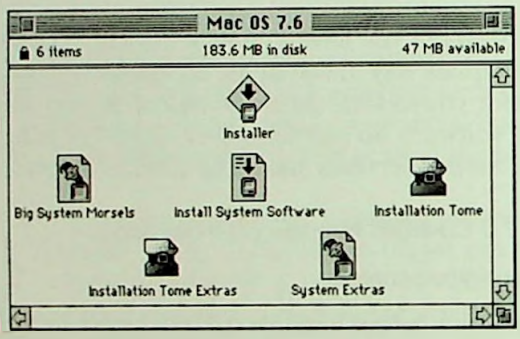


Figure 4-2: The Mac OS 7.6 Installer folder.

A licensing screen with boring legal stuff appears.

7. **Click on the Agree button.**

   The main Install System Software dialog box appears, as shown in Figure 4-3.

8. **Pull down the pop-up menu and choose Custom Install.**

   The screen shows you a list of lots of installation choices.

9. **Scroll down the list until you see the Universal Access category and then click on the little triangle next to the category to show the choices within.**

   Yep, there's Easy Access and CloseView (see Figure 4-4).

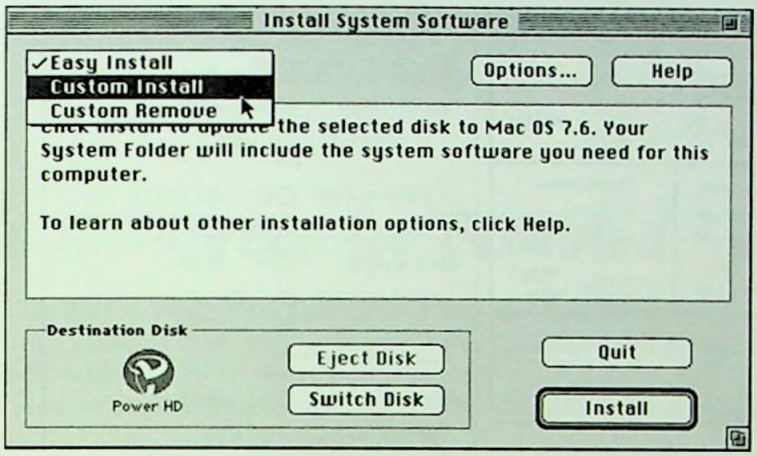


Figure 4-3: The Mac OS Install System Software dialog box.

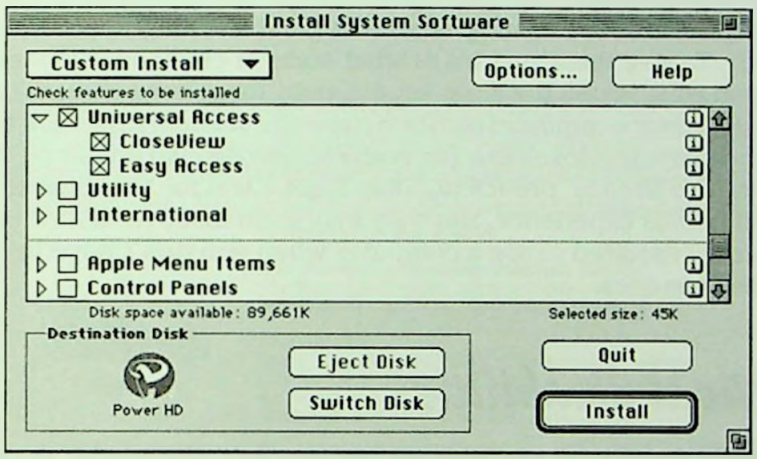


Figure 4-4: The Install System Software dialog box with Universal Access items checked.

10. **Click on the check box next to the words Universal Access.**

    Check boxes then appear by Easy Access and CloseView, and the window should now look a lot like the one in Figure 4-4. You're almost there.

11. **Click on the Install button.**

    When you're running any other applications and you click on Install, you get a warning dialog box that says that the applications must be closed before installation. Don't worry; the Installer will close them for you. Just click on the Continue button. The Installer then puts Easy Access and CloseView in your System Folder where they belong and restarts your Mac automatically.



You will want to read the Read Me files that come with Easy Access and CloseView to learn how to use them. Figure 4-5 shows the Easy Access and CloseView control panels.

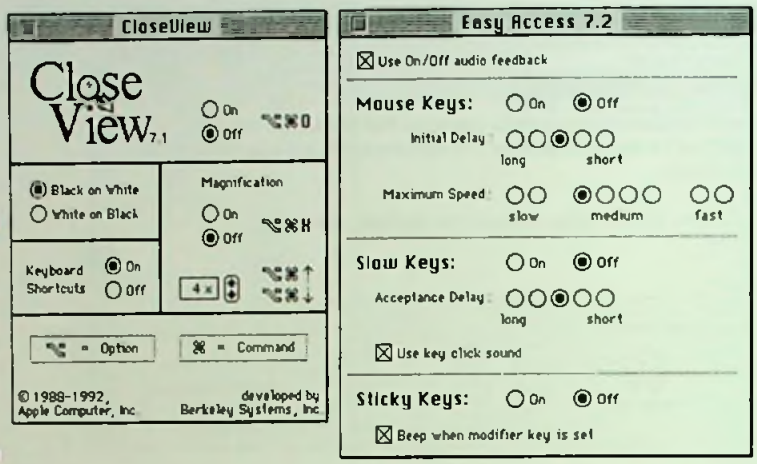


Figure 4-5: The Easy Access and CloseView control panels.



Teachers, these adaptive programs are a great learning opportunity for your students. To give them an idea of what sorts of challenges disabled students deal with, install the Easy Access and CloseView software on one of the Macs in your computer lab. Then have the students that aren't disabled use EasyAccess or CloseView (or both) to accomplish a task on the Mac at which they're already proficient. They'll get a feel for the difficulties their disabled friends experience, and they may even discover a new respect for the patience required to use a computer when you don't have full use of your hands or eyes.

Physical disabilities



Many more options are available for people can't use regular keyboards. Some of these options are alternative keyboards, with larger keys, keys in a different arrangement, or both. Different kinds of mice and combinations of hardware and software that let you control the Mac with a single switch are also available. Two companies that offer alternative hardware are IntelliTools, at 800-899-6687 (outside the U.S.: 415-382-5959), `http://www.intellitools.com`; and Don Johnston, Inc. at 800-999-4660 (outside the U.S.: 708-526-2682), `http://www.donjohnston.com`. Many other companies make products that help you overcome your physical challenges, and the best place to find them is by using Apple's MAP database (I talk about MAP in the "Mac Access Passport" section).

Visual disabilities



Because the Mac is such a graphics-based computer, some people think that it isn't very friendly for people with visual impairment. But that turns out not to be true. Software called Outspoken (Alva Access Group, at 510-923-6280; `http://www.aagi.com/`) lets you control the Mac with the keyboard

and uses synthesized speech to talk to you, letting you know what's happening on-screen. Other companies have text-to-Braille embossers (machines that can press the raised Braille dots onto paper) and lots more. Again, check out the MAP database for more info.

Online Resources for Disabled Kids



The World Wide Web has quite a few resources for people with disabilities, but I suggest that you begin with the Apple Disabilities Web site. The address is `http://www2.apple.com/disability/welcome.html` and it's filled with pointers to useful information (see Figure 4-6).

The Disability Web site lets you find out what adaptive technology is available and where to find it. The site has solutions broken down by category of disability and a file library of free adaptive software that's worth checking out.

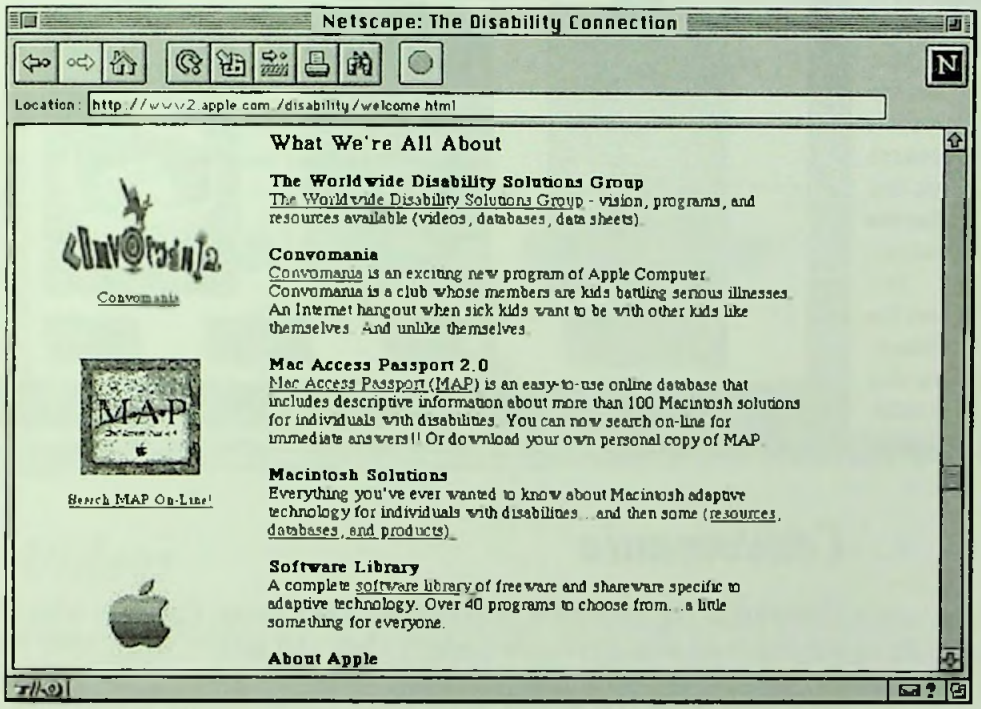


Figure 4-6: Apple Disability Web site is the place to start learning about Mac adaptive technologies.

Mac Access Passport (MAP)

Apple provides a series of disability-related information resources that are available to you. Chief among them is an information packet containing a comprehensive database of access products called the Mac Access Passport (MAP). This information is available free-of-charge by calling 800-600-7808 (voice), or 800-755-0601 (TTY). You can also download MAP from the Apple Disability Web site. Best of all, the Disability Web site has a version of MAP that you can search from the Web (see Figure 4-7).

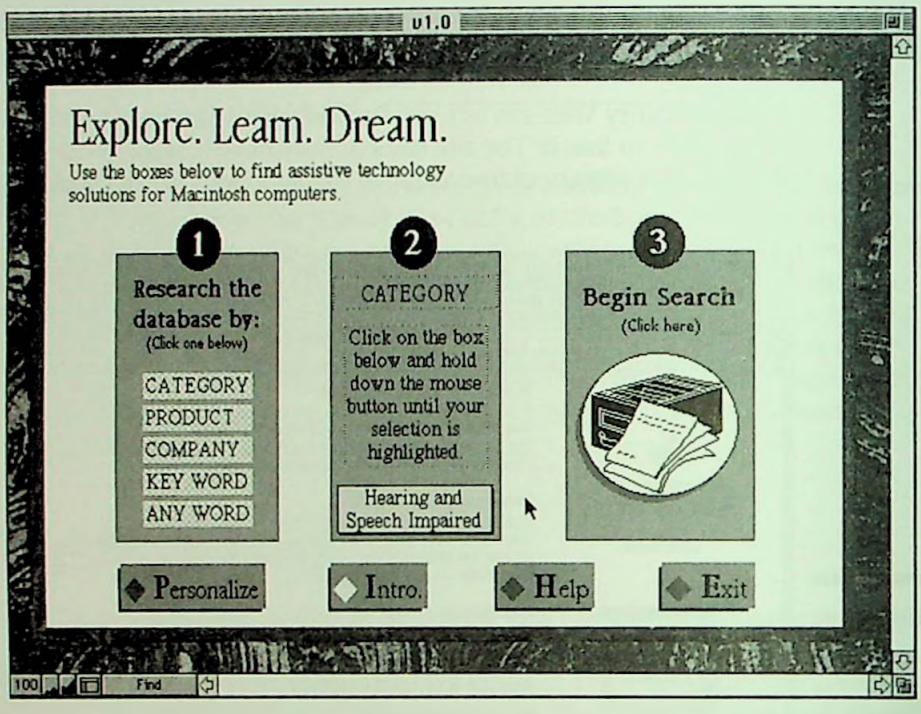


Figure 4-7: The Apple Mac Access Passport database lets you find adaptive technology. This shows the downloadable version of MAP.

Convomania

This part of the Disability Web site is totally great. For kids who are very ill, the site is an electronic place where they can gather with other kids who have also been really sick. This place connects you with people who understand that when you're sick, sometimes you're happy, sometimes you're sad and scared, sometimes you're mad, and sometimes you've just gotta scream. Apple says

> Convomania is a club whose members are kids battling serious illnesses. Kids who understand what it's like to endure chemotherapy. To live with AIDS. To lose their hair.

Kids who spend too much time in hospitals thinking (or thinking about them). And not enough time at school and with friends.

Convomania is a gathering of children who can't easily gather. Convomania is a worldwide intimacy. Long distance togetherness. A digital campfire.

The site is a terrific place to go to meet other kids who understand what it's like to have challenges like the ones you have (see Figure 4-8).

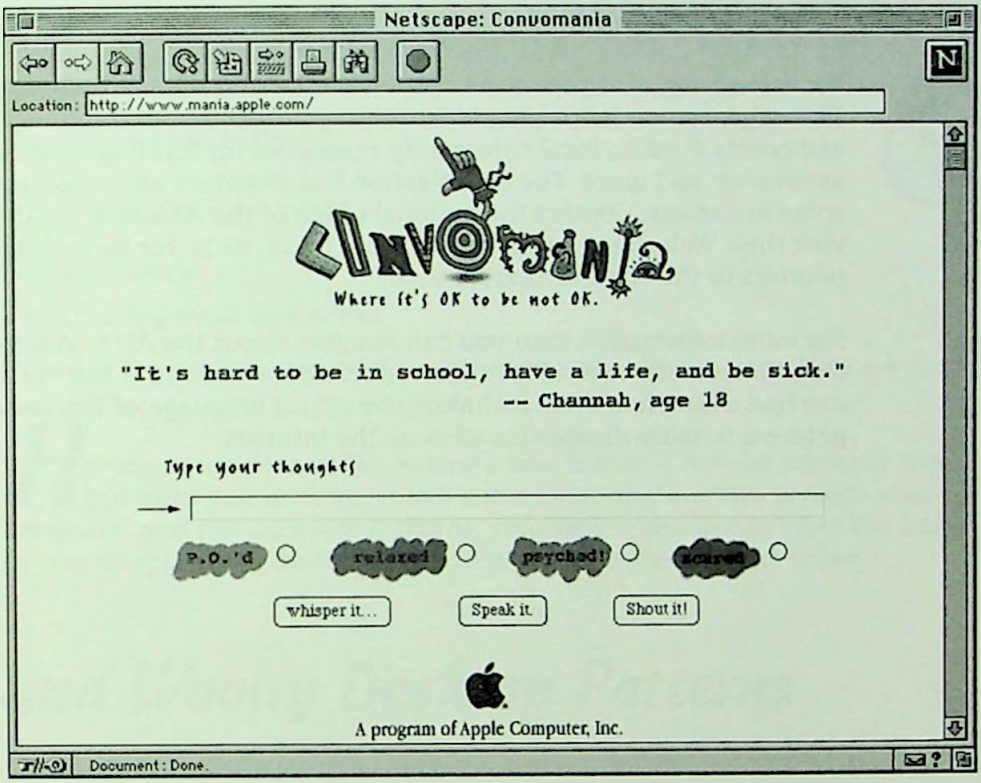


Figure 4-8: Convomania is the online club for kids with serious illness.

Videos

Four short videotapes (8 to 10 minutes) are also available through the Apple StartingLine catalog at 800-825-2145. (The videos each cost around $8; you should refer to the part number when you're ordering them.) The videotapes are

- **Access,** which shows how the lives of four people with disability have been transformed by Apple technology. Part# APL829
- **Chapter One,** which explores ways that future technologies may enable people with disabilities. Part# APL830

- **Electronic Curb Cuts**, with television personality Harry Anderson, which shows you what makes Macintosh the most accessible computer. Part# APL831
- **Independence Day**, which shows how the Macintosh helps individuals with physical and learning disabilities improve the quality of their daily lives. Part# APL832

Other Resources



For other help, visit your local chapter of The Alliance for Technology Access. This organization helps people find the appropriate adaptive technology and points them to local community resources for funding, additional assistance, and more. The organization has chapters all across the U.S. and some in Canada. Contact the national office of the ATA at 415-455-4575, or visit their Web site at `http://www.ataccess.org/` for more info and pointers to the chapter nearest you.

For more information than you can imagine about the ADA (Americans with Disabilities Act), visit `http://janweb.icdi.wvu.edu/kinder/` where you can find a bunch of stuff, including the actual language of the law and pointers to more disabilities sites on the Internet.

Chapter 5

Customizing Your Mac, or How to Drive Your Parents Crazy!

In This Chapter

- Wild and Woolly Desktop Patterns
- Color It Fun
- Fantastic Icons
- If It Sounds Like A Duck . . .
- More fun customizing tools and tricks

Having a new Mac is like having a new house: it may be perfectly nice but until you fix it up, throw some paint on the walls, arrange your furniture, and put up some pictures, your new house doesn't feel like home. In this chapter, you discover how to make your Mac feel like home.

Wild and Woolly Desktop Patterns

Your desktop starts out looking plain and boring, but it doesn't have to stay that way. The desktop is the background picture that you see when you're in the Finder. You can make the desktop look much more interesting by covering it with a desktop pattern — a repeating design that can be as wild and colorful as you like.

Working with the Desktop Patterns control panel in System 7.5

You can give your desktop a makeover using the Desktop Patterns control panel if you have System 7.5 or higher — if you can click the mouse button. Apple provides you with plenty of colorful alternatives for your desktop pattern, but you can also create your own desktop patterns.

Changing the desktop patterns

If you're ready to change your desktop pattern but want to use one of the patterns included with your system, follow these steps:

1. **Click on the Apple symbol (🍎) in the upper left corner of your screen, drag down to Control Panels, and over to Desktop Patterns (see Figure 5-1). (The Apple symbol is not the same thing as the command key, ⌘.)**

   The Apple menu is the 🍎 symbol — a piece of rainbow-colored fruit — at the far left end of your menu bar. The Apple menu is a list of useful or fun mini-programs, such as the Calculator, the Scrapbook, and the Jigsaw Puzzle, as well as any other files, folders, or applications that you care to put there. (For more about adding items to your Apple menu, see Chapter 16.)



   If choosing Control Panels from the Apple menu doesn't cause another menu to appear off to the right of the Apple menu, click on Control Panels anyway. The window for the Control Panels folder then appears on your desktop. Select the Desktop Patterns icon by double-clicking on it.

   The Desktop Patterns control panel appears, as shown in Figure 5-2. See the numbers at the lower right — 1/65 in the figure? This number means the first pattern out of 65 patterns.

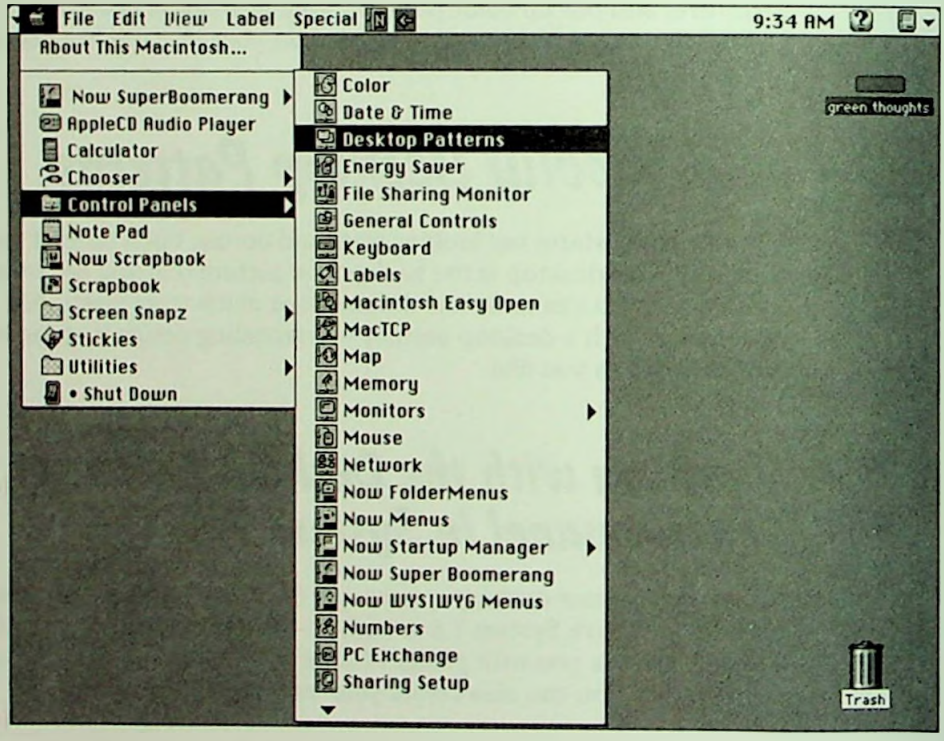


Figure 5-1: The Apple menu with the Control Panels submenu.



Figure 5-2: The Desktop Patterns control panel.

2. **Click on the right arrow under the sample desktop pattern to view a different pattern.**

   Notice that the first number changes, letting you know where you are in the list of patterns (see Figure 5-3).

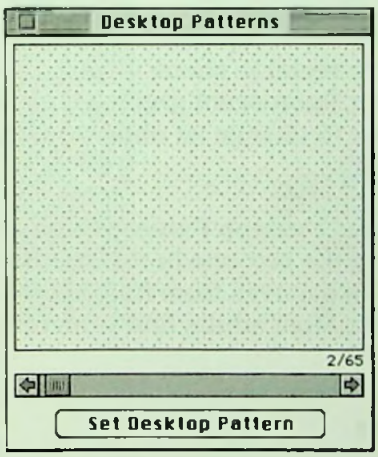


Figure 5-3: A different pattern appears.

3. **Click on the left or right arrow (or drag the slider bar by clicking on it and moving it while holding down the mouse button) until you find a pattern you want to use.**

4. **Double-click on the picture of the pattern in the control panel, or click on the Set Desktop Pattern button under the bar.**

   With barely a pause, your desktop is redecorated (see Figure 5-4). If only painting your bedroom were this easy — and cheap!

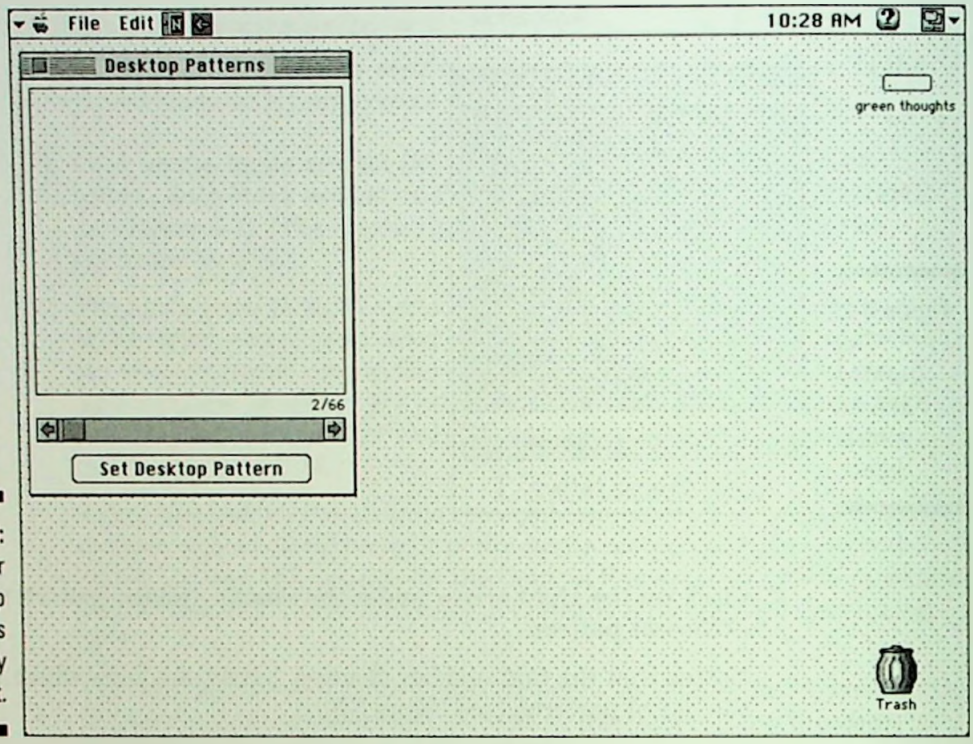


Figure 5-4: Your desktop looks completely different.



It's easy to drive a grown-up insane with desktop patterns. Super-bright or super-busy patterns can cause them to recoil in shock — just as if you'd painted your bedroom bright purple or fluorescent green. Of course, if your parents really freak out, it's a lot easier to change an obnoxious desktop pattern than it is to repaint a bedroom!

A few of the patterns that come with the Desktop Patterns control panel are guaranteed to make your folks flip. Try the last one in the standard Desktop Patterns collection. This desktop pattern moves from fluorescent green to glow-in-the-dark yellow and back again. Most adults find it torture to look at it for more than 30 seconds.

Making your own desktop patterns

If you don't like the way a pattern looks, try out some different options. The control panel offers at least 60 of them, so you should be able to find one or two that you like. But what if you don't? In that case, you can make your own desktop pattern.

To add a desktop pattern to the Desktop Patterns control panel, just copy a design into the control panel. If you have a painting program, you can make your own design and then copy it, or, if you have a picture you like, you can copy the picture. Just follow these steps:

1. **Open the picture that you want to add to the Desktop Pattern control panel.**

   Desktop patterns really *are* patterns. They repeat the same image over and over again, so your picture should probably be fairly simple. Also, your Mac needs to use lots of its memory to add a complicated picture to the Desktop Patterns, so you definitely want to stick with simple pictures if your computer doesn't have lots of memory.

2. **Choose Edit➪Copy or press ⌘+C to copy the picture.**

   Your Mac makes a copy of the picture (see Figure 5-6). No hassles.

3. **Choose ➪Control Panel➪Desktop Patterns.**

   The Desktop Patterns control panel opens.

4. **Choose Edit➪Paste (see Figure 5-7).**

   Your Mac adds a copy of the picture to the control panel. The new desktop pattern is now ready for you to use it whenever the urge hits you.

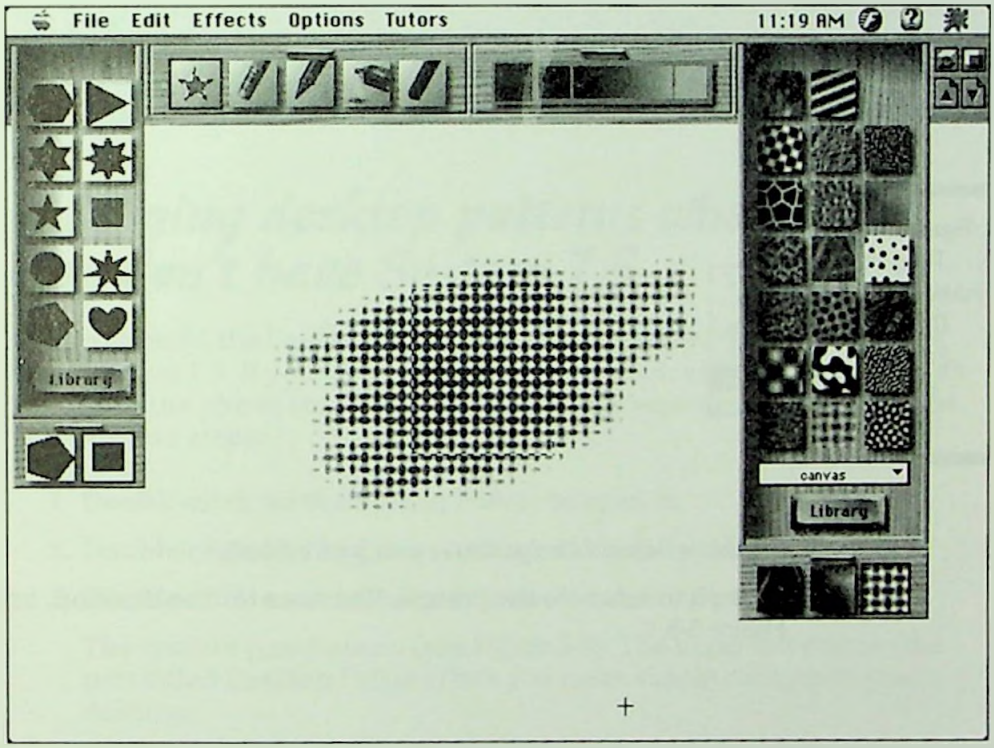


Figure 5-5: This masterpiece was created by rubbing the Chalk tool over a textured paper background in Dabbler.

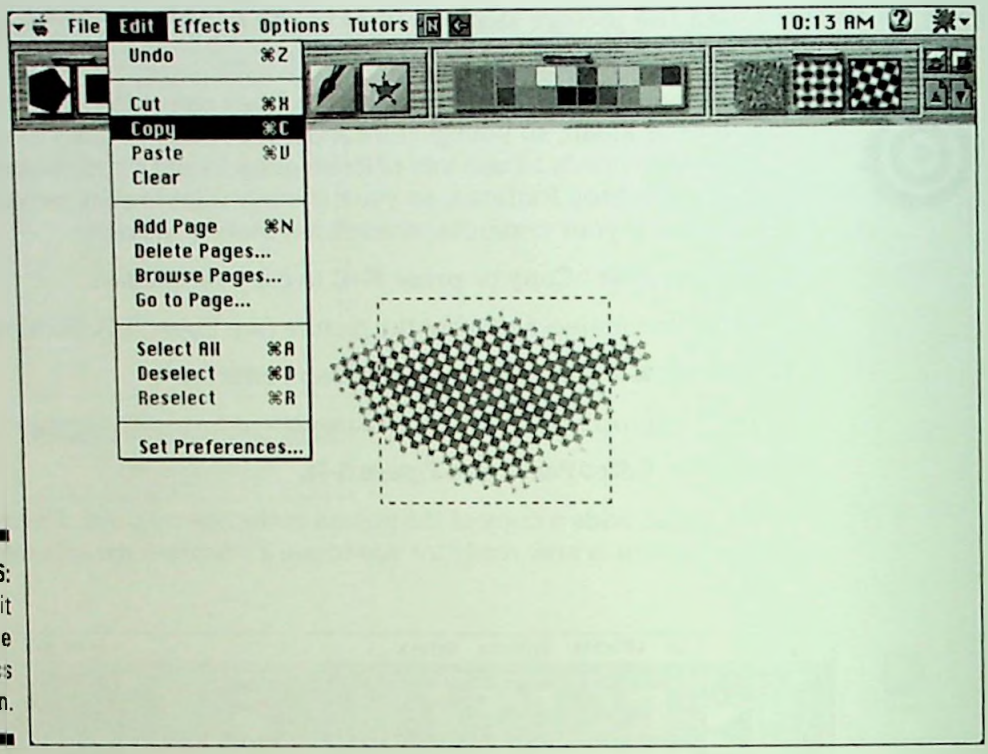


Figure 5-6: The Edit menu in the graphics program.

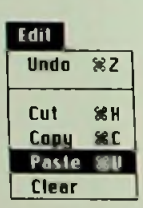


Figure 5-7: The Edit menu in the Desktop Patterns control panel.

5. **Double-click on the pattern you just added.**

   Your picture is now the pattern Mac uses for the desktop, as shown in Figure 5-8.

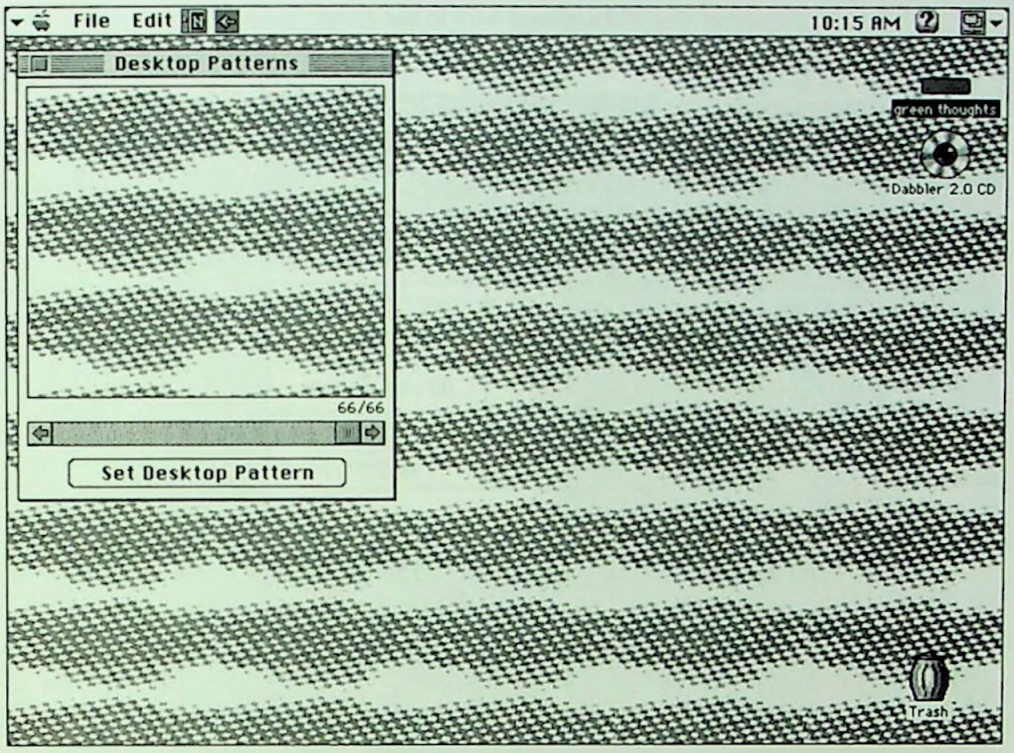


Figure 5-8: The picture added to the control panel is now the desktop pattern.

Changing desktop patterns when you don't have System 7.5

Unfortunately, the Desktop Patterns control panel first became available with System 7.5. If you have an older system (such as 7.0 or 7.1), you can't do any of the above steps. But you can change your desktop pattern. Just follow these steps:

1. **Double-click on the System Folder to open it.**
2. **Double-click on the Control Panels folder to open it.**
3. **Double-click on the General Controls control panel.**

   The control panel opens (see Figure 5-9). The upper left corner (the part titled Desktop Pattern) lets you make simple changes to your desktop.
4. **Click on the tiny arrows to cycle through the patterns that come with your Mac.**

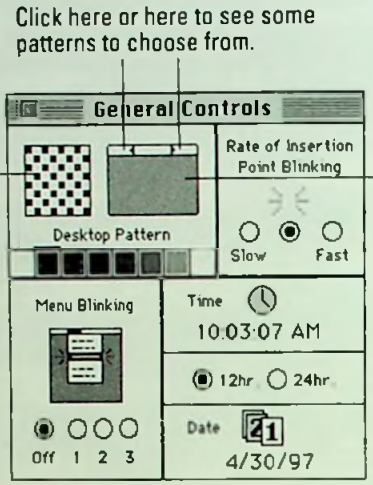


Figure 5-9: The General Controls control panel (for System 7 or System 6 users).

5. **Click on the squares in the checkerboard view to make your own patterns.**

   The patterns you can create are pretty simple but better than nothing!

Of course, you can buy software that lets you add more complicated desktop patterns. The ClickChange program from Dubl-Click Software does that and much more, while Wallpaper from Thought I Could is the classic desktop pattern software. But our advice to those of you who don't have System 7.5 is to save your money to upgrade your system.

Uncovering another decorator tip

If you're not a paint or wallpaper kind of person and you prefer living in rooms decorated with gigantic murals, you can use a single picture as your desktop's background. But you need special software to use the murals: AfterDark (Berkeley Systems), Connectix Desktop Utilities, or a shareware program known as Decor, which you can find on America Online, all let you use a single picture as your Mac desktop background.

Color It Fun

You probably don't even notice some of the ways your Macintosh uses colors. For example, take a look at an open window on your Mac. It has fine lines of color around the title of the window, the scroll bars, and the window boxes. Figure 5-10 marks those areas for you.

And your Mac uses more color (called *highlighting*) to let you know when you've selected text. You can also color your folders and files using Labels.

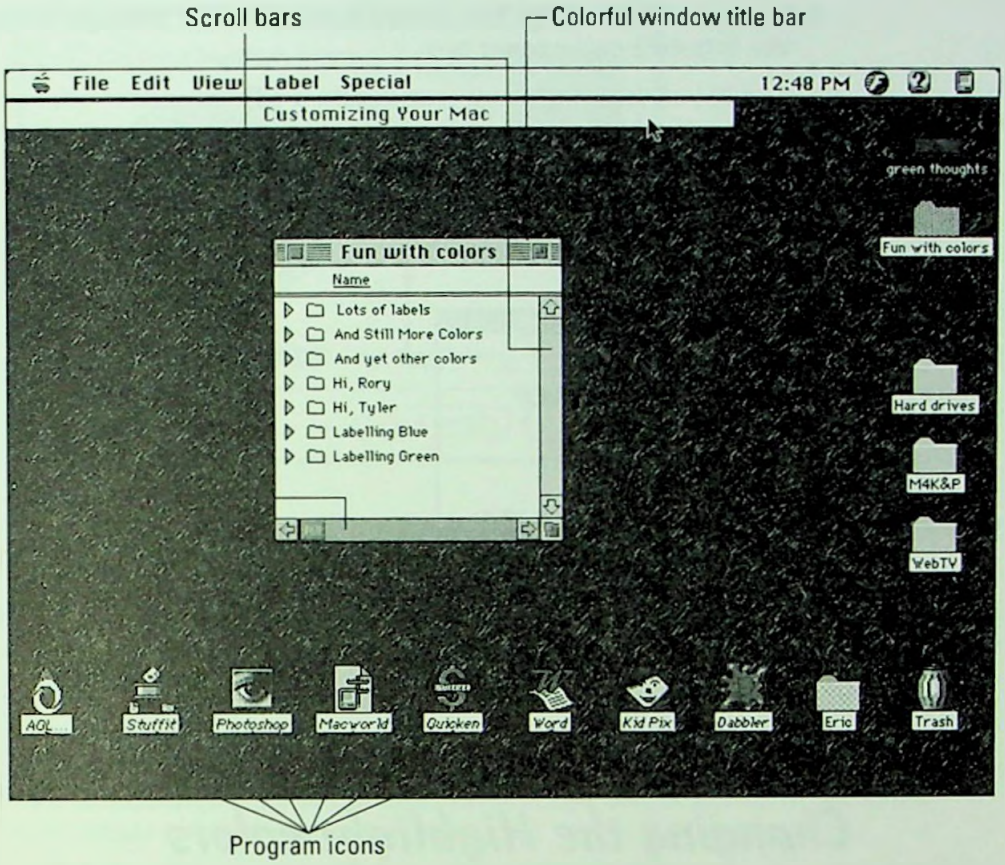


Figure 5-10: The places that have color in a Mac window.

Changing the Window colors

You can — of course — change the colors of your Mac windows. Follow these steps:

1. **Choose ➪Control Panels➪Color.**

   The Color control panel pops up on your screen. Figure 5-11 shows you what the Color control panel looks like.

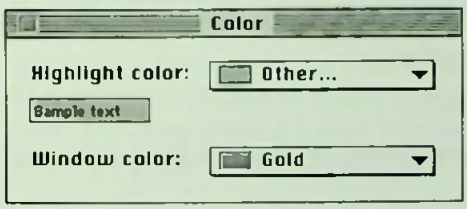


Figure 5-11: The Color control panel.

2. **Press and hold down the mouse button on the triangle to the right of the Window color input box.**

   The list of colors appears (see Figure 5-12).



Figure 5-12: The list of colors appears.

3. **Holding down the mouse button, move your cursor up or down to a color you like, and let go of the mouse button.**

   Your Mac redraws the screen, changing the window colors to the color you've chosen.

Changing the Highlight colors

You may have noticed, though, that the Window colors aren't the only thing mentioned in the Colors control panel. The window also has a Highlight color input box. Your Mac applies highlighting color when you rename a folder in the Finder or when you select text in a word-processing or other type of program. You see highlighting a lot, so pick a color you like. And with the highlight color controls, you're not limited to a list of nine colors. You can choose any color you like — from a color wheel of hundreds or thousands of options. Just follow these steps:

1. **Choose ⌘⇨Control Panels⇨Color.**
2. **Press down and hold the mouse button on the triangle to the right of the Highlight color input box.**
3. **Drag down to the Other option.**
4. **Let go of the mouse button.**

   The Macintosh Color Picker shown in Figure 5-13 appears on your screen.

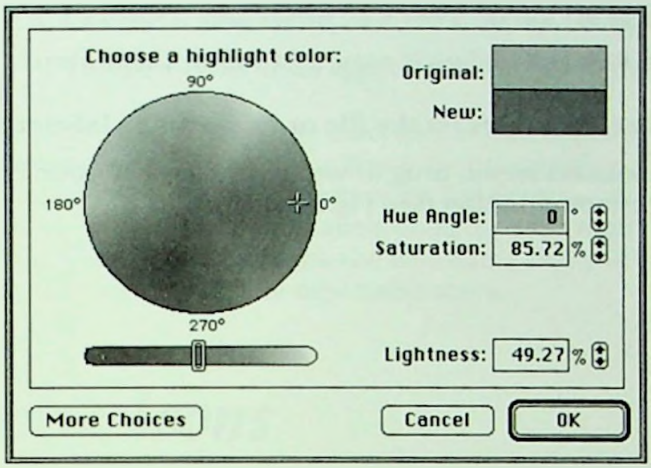


Figure 5-13: The Macintosh Color Picker, more commonly known as the color wheel.

5. **Choose a color by clicking anywhere on the circle of color.**
6. **To make the color a lighter or darker shade, drag the slider bar underneath the circle.**



As you change the colors in the Color Picker, you'll notice (if you're watching) that the numbers in the Hue Angle, Saturation and Lightness boxes change. These numbers define a color: You can change the color by changing the numbers. Click on one of the boxes and type a new number (from 0 to 360 in the Hue Angle box or from 0 to 100 in the other two boxes) to check this out.

7. **When you find a color you like, click on the OK button, or press the Return key on your keyboard.**

   Nothing seems to happen, but the next time you select some text, it'll be highlighted with the color you've chosen.



It's a good idea to use a fairly light shade for a highlight color. If you use a dark color, you won't be able to see the material you've highlighted. Sometime surprise your family with a super-bright color for highlighting text: That's a sure-fire way to horrify everyone!

Changing the colors of labels

You can color-code your files and folders using the Label menu in the Finder. However, labels are not only colorful: they also are handy. If you share your Mac, you can make all your files and folders green or blue, for example, and make your parents' folders brown or purple.

Using labels

Adding labels to files and folders is easy. Just follow these steps:

1. **In the Finder, click once on the file or folder to be labeled to select it.**
2. **Click on the Label menu, drag down to the label of your choice, and let go of the mouse button (see Figure 5-14).**

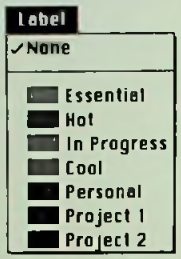


Figure 5-14: The Label menu with its array of colors.

Your file icons should now be more colorful. (Some icons won't show the labels: color icons might get a little darker, but not noticeably. But the standard folder icons color very nicely.)

Changing the colors on the Label menu

If you don't like the standard label colors on the Label menu, you can change them using the Labels control panel. Follow these steps:

1. **Choose ⌘⇨Control Panels⇨Labels.**

   The Labels control panel pops up on your screen (see Figure 5-15).



Figure 5-15: The Label control panel.

2. **Double-click on any of the squares.**

   The color wheel shown in Figure 5-13 appears.

3. **Choose a new color, and click on the OK button.**

   The new color then appears on the Label menu list.



You also can change the label names that appear beside the colors, so instead of arranging your files into groups called *Essential* or *Hot* and so on, you can use the words *Private* or *Top Secret* — or anything else that comes to mind. Just open the Labels control panel, double-click on the label name you want to change, type the new name that you want to use, and press the Return key. Voilà! The new name stays.

Fantastic Icons

You know what icons are — they're the little pictures that populate your computer. Each icon represents a file, folder, or application. You can change these icons so that your files look like folders or vice versa — and you can even create your own icons.

Changing icons

To change the icon you use with one file or folder to an icon that you already have, follow these steps:

1. **Click once on the file or folder icon you want to *copy*.**
2. **Choose File➪Get Info.**



   A window appears with lots of miscellaneous information about the file or folder that you've selected. (Keep this tip for when you need it: You can use the Get Info command to find out when your file was created or modified, how big it is, and more.)

3. **Click on the file or folder icon in the upper left corner of the Get Info dialog box.**

   A square appears around the icon.

4. **Press ⌘+C or choose Edit➪Copy.**

   The icon you've copied is now in the Mac Clipboard, waiting to be pasted onto another file.

5. **In the Finder, click on the file or folder icon you want to *replace*.**
6. **Choose File➪Get Info.**

   The information window appears (see Figure 5-16).

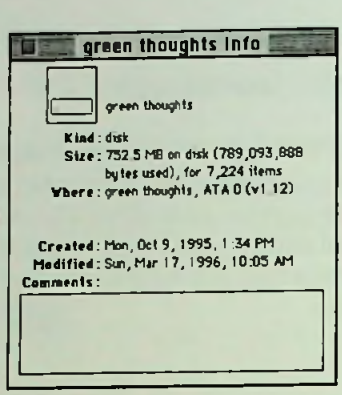


Figure 5-16: A cute little info window.

7. **Click on the folder or file icon.**
8. **Press ⌘+V or choose Edit⇨Paste.**

   Ta-da! You have a new icon in place of the old (see Figure 5-17).

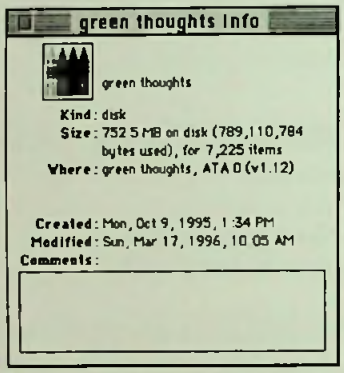


Figure 5-17: The new icon appears.



If you ever want to return to the former icon, choose Edit⇨Clear, and your Mac will resurrect your old icon.

Creating icons

You can also create your own icons in painting programs. Just follow these steps:

1. **Open a painting program and paint a very small picture (see Figure 5-18).**

   (You need a picture that's slightly bigger than the rubber stamps in KidPix2, but not a lot bigger.)

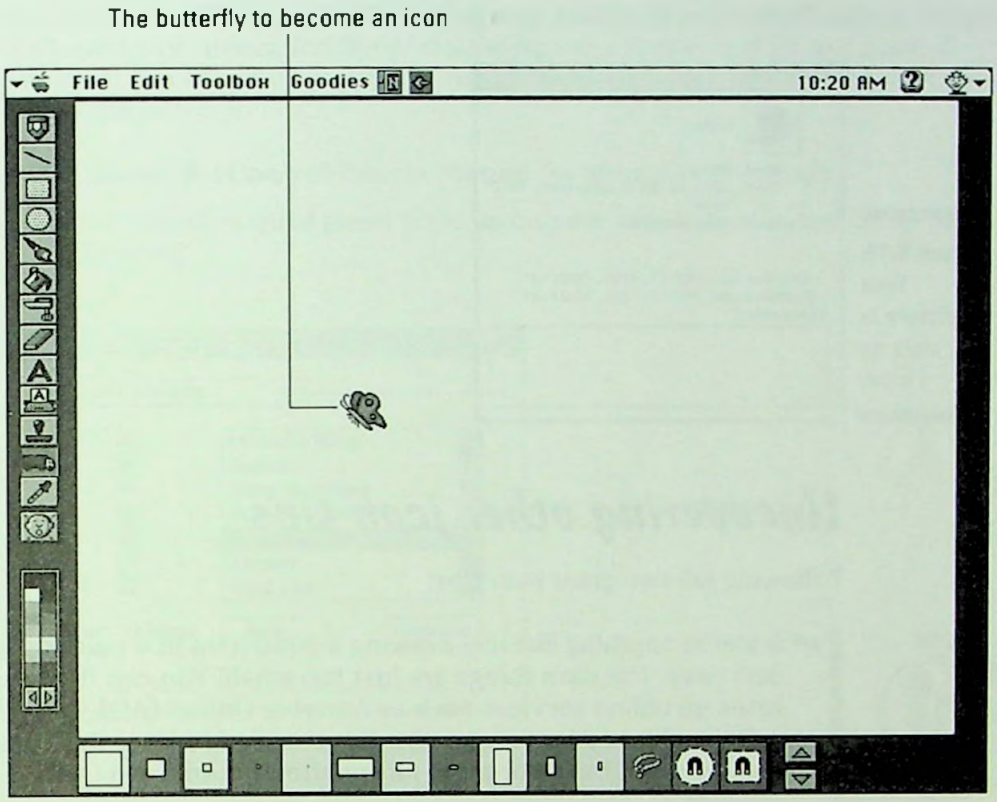


Figure 5-18: A very small picture that will become an icon.

2. **Press the ⌘+C or choose Edit➪Copy.**

   The picture you copied is now in the Mac Clipboard, waiting to be pasted into another file.

3. **Quit your painting program.**

4. **In the Finder, click on the file or folder icon you want to change.**

5. **Choose File➪Get Info.**

   The information window appears.

6. **Click on the folder or file icon.**

7. **Press ⌘+V or choose Edit➪Paste.**

   Your picture is now an icon (see Figure 5-19).

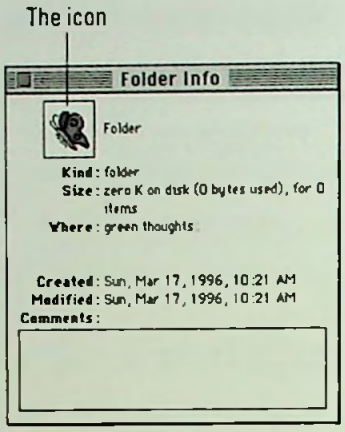


Figure 5-19: Your picture is now an icon.

Uncovering other icon tips

Following are two great icon tips:



- If you're anything like me, drawing a good icon in a painting program isn't easy. The darn things are just too small! You can find lots of great icons on online services such as America Online (AOL). Just search the software library for icons and take your choice from the many, many files you can find. (For more information on America Online, check out Chapter 11. Also, the CD-ROM that came with this book has sample icons in a program named Zonkers, from Nova Development.)
- You also can buy software made especially for designing icons — with lots of tools that make it easy to make great icons. Our favorite is Icon-Mania from Dubl-Click software. Icon-Mania also comes with a huge selection of really nice icons. If you'd like to try it out, click on the Icon-Mania icon on the CD-ROM that came with this book.

Messing with Sounds

You've probably noticed by now that your Mac makes lots of noise: Whenever you do something it doesn't like, it beeps at you. And all sorts of programs — from games to paint programs — have sounds. You can control the sound volume, change the sounds, and even add your own sounds.

If it quacks like a duck . . .

One of the most fun ways to customize your Mac is to change its alert sound — the beep your Mac makes when you do something it doesn't like. You can change the sound using the . . . any guesses? . . . yup, that's right,

the Sound control panel. (Your Mac may have a control panel called Sound & Displays or one called SimpleSound and the Monitors & Sound control panel. Apple keeps changing the name, but they're all very similar.) Follow these steps:

1. **Choose ➪Control Panels➪Sound (or Monitors & Sound).**

   The Sound control panel pops up on your screen (see Figure 5-20). Big surprise!

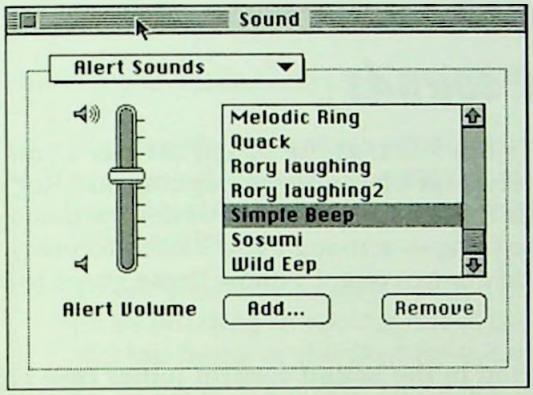


Figure 5-20: The Sound control panel.

If you're using the Monitors & Sounds control panel, click on the Alerts icon.

2. **Click on any of the sounds in the sound list to hear it.**



Whichever sound you leave selected (highlighted with your new highlighting color!) when you leave the control panel is your new alert beep. A word of warning, however: Long alert beeps are really, really, really annoying. You can't do anything else until the sound stops playing, so if you pick a system sound that lasts ten seconds, you'll be getting pretty impatient after you've heard it three or four times. You can stop the sound from playing by pressing Esc or ⌘+period (.).

Make mine L O U D!

In the Sounds control panel, the slider bar next to the list of sounds for alerts controls the volume of your sound. Slide it up and down to check out your options. Every time you pause, you hear the level of sound at that spot.

If you have a Monitors & Sounds control panel, you have to click on the Sound tab and make your changes there.

The other volume control adjusts the overall volume (the sound you hear when playing games or CDs). To change the overall volume, click on the pop-up menu at the top of the Sound control panel and scroll down to Volumes. A new window appears with another slider (or two). Change the sound here to affect sounds other than the alert beep. If you have a newer Mac, one slider controls the sound of your Mac speaker, while the other controls the sound from your headphones.

Your Sound control panel has scads of other controls. They control how your Mac plays sounds back to you and how it records sound.

Recording new sounds

You may have noticed in Figure 5-13 that the sound list has a couple of sounds that your sound list doesn't have, Rory laughing and Rory laughing2. Wendy added these sounds (of her son laughing) to her system by recording them. You can do the same thing — although you'll have to use your own laugh — by using the Sound control panel. Follow these steps to record sounds:

1. **Click on the Add button in the Sound control panel (see Figure 5-20).**

   If your computer has the Monitors & Sounds control panel, you have to use another application entirely to add sounds. Choose : Simple-Sound. Then follow rest of the instructions.

2. **To start recording, click on the Record button shown in Figure 5-21.**

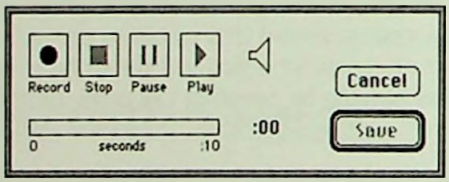


Figure 5-21: The buttons in the sound recording portion of the Sound control panel.

   Talk, laugh, or make gruesome noises into your Mac microphone. (If your Mac doesn't have a microphone, you can buy one for about $20.)

3. **When you're done, click on the Stop button.**

4. **Click on the Play button to listen to your sound.**
5. **Click on Save when you're satisfied with your sound.**

   Your Mac then asks you to give your sound a name.
6. **Type a name for your sound.**

   Your sound then appears in the sound list, and you can click on it to select it as your alert beep.

Checking out sound tips

Following are three more tips to add to your sound fun:

- You can also download sounds from online services. To add them to your list of sounds, drop them into the System file that appears inside your System Folder. (The System file icon looks like a suitcase with a Macintosh on it.)
- To get your Mac to play a sound of your choice when you turn the Mac on or off, drag the sound out of the System file and put it in either the Startup Items or the Shutdown Items folders.
- You can also get software, such as Kaboom! (Nova Development, about $30) that lets you play sounds when your Mac does certain tasks, such as insert a disk, open or close a window, or throw a file into the Trash.

More Fun Customizing Tools and Tricks

You can do all sorts of things to personalize your Mac. Following are even more tools and tricks, but the fun doesn't have to stop with these suggestions. You're limited only by your imagination.

Startup screens

You can replace the usual `Welcome to Macintosh` message with a picture that you like. Unfortunately, it has to be a special type of picture. If you download a startup screen from an online service, you need to name it startupscreen — all one word — and drop it into your System Folder. From then on (until you take it out of your System Folder), it shows up whenever you turn your Mac on.



To get really technical about it, in order to make a picture be a startup screen, you need to change its resource number using ResEdit. ResEdit is a program from Apple that lets you change any of the elements — menus,

dialog boxes, sounds, cursors, and so on — of a program. But ResEdit can really mess up your Mac if you don't know how to use it or don't use it wisely. We're guessing your parents would prefer — especially if you share their computer — that you stay far away from ResEdit until they say, "Go for it."

Screensavers

Supposedly, the reason for a screensaver is to prevent the image shown on the screen from becoming permanently etched into the monitor should you happen to leave it on for a while. Really though, you'd have to leave the monitor on the same image for months — if not years — for this to happen — and your parents would probably start complaining about the wasted electricity long before the image burned in.

The real reason for using screensavers is, well . . . they're fun. The most popular software is probably AfterDark from Berkeley Systems, but as with most of the things in this chapter, you can find shareware screensavers by searching the AOL software libraries. (For more about using the AOL software libraries, read Chapter 11.)

Practical jokes

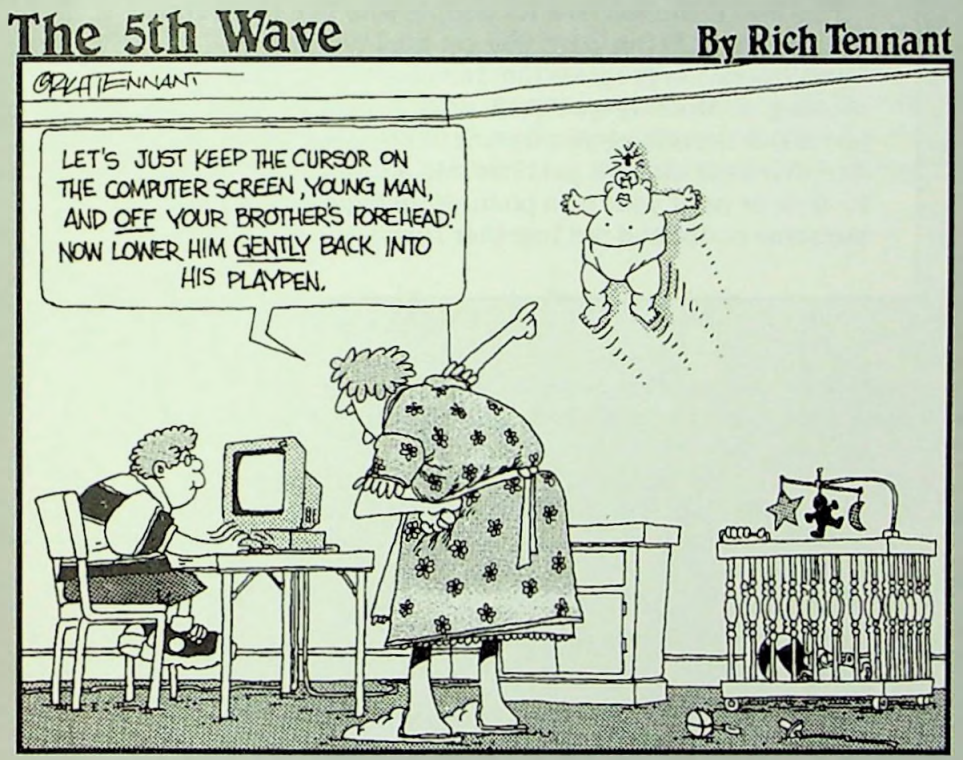
Entire books are devoted to the subject of Macintosh jokes. Following are just a few that you might have fun with.

- Belch, by Ambrosia Software, is an extension that gives your Mac a bad case of indigestion: Drop the program into the Extensions folder, and every once in a while your Mac will give out a giant belch.
- Wacky Lights, by Ambrosia Software, plays with the lights on the Apple Extended Keyboard, bouncing them back and forth. To install Wacky Lights, just drag the file into your System Folder and restart your computer.
- Termites, from the book *The Macintosh Joker* by Owen Linzmayer, is a control panel that infests your Mac with little screen-eating bugs. Put it into the Control Panels folder, restart your Mac, and be prepared to be bugged.
- Melt, by Gordon Acocella, sits in your Apple Menu Items folder. When you select Melt, it causes your screen to begin melting until the entire screen drips off the bottom of your monitor. Click anywhere on the screen to return your Mac to normal.

All these products are shareware or freeware that you can find in the America Online software libraries.

Part III

Doing Your Own Thing: Creativity on the Computer



In this part . . .

The Mac is the machine for people who like to do their own thing. In this part, you get the lowdown on ClarisWorks, the program that handles word processing, drawing, accounting-type stuff, organizing information — just about everything you'd want to do with a computer. And that's not all. This part has info about using the Mac to draw or paint your own pictures, mangle photos, print awesome cards, and put together rockin' movies. Whew!

Chapter 6

ClarisWorks, the Program That Does (Almost) Everything!

In This Chapter

- Making your first database
- Writing a letter with the word-processing program
- Using the draw program
- Finding out more

ClarisWorks is amazing. As just one program, it does almost everything you need to do on a daily (or not-so-daily) basis. With ClarisWorks, you can write letters, reports, or journals; make maps and other diagrams; keep lists of people and things; calculate the answers to math problems; and create great-looking graphics.

It's Full of Ingredients!

How can one program do all this? ClarisWorks has six different parts that work together as a team. These parts (sometimes called *modules*) are

- **Word Processing.** You can use this part to type reports, letters, notes, newsletters, and maybe even a thank-you note to your Aunt Martha for that scratchy sweater she sent you last winter.
- **Drawing.** You can use this part to make maps, diagrams, and signs.
- **Painting.** Use this part to create artwork with bright colors and cool special effects.
- **Spreadsheet.** With this part, you can easily add up columns of numbers, create graphs, and do all kinds of math work.
- **Database.** When you put lists of information together, it's called a *database*, an electronic version of a card file. ClarisWorks can then sort, categorize, find, and print reports on that information. ClarisWorks slices; it dices; it even makes fries of all that information!

- **Communications.** This part is a simple program that lets your computer talk to another via a modem. It's so simple, in fact, that people hardly ever use it.

In this chapter, you discover how to use most of the parts of ClarisWorks by doing a project that you can use in real life. Suppose that you've just joined a soccer team, and you've been put in charge of creating the packet that includes a list of the team members, a map to where you'll be playing your games, and a welcoming letter.

What, you don't like soccer? So follow the example in this chapter anyway; you can change things around for any team sport or club, and the things you do here will help you with anything you want to do with ClarisWorks — from book reports to diagrams for your homework assignments.

Creating Your First Database

The first part of ClarisWorks that you explore is the database part. Using it, we can create what the computer gurus call a database. A *database* is just a fancy way of saying a bunch of information, arranged in a sensible way. For the soccer team example, you can create a database called the team roster, which will include the names of the players, their addresses, their parent's names, and their phone numbers . Each person in the roster, with all his or her information, makes up one *record* of the database. And each of the individual bits of information inside that record — the person's first name, last name, address, and phone number, and so on — is a *field* within that record. To create the fields for a database, follow these steps:

1. **Start ClarisWorks.**

   The New Document dialog box opens, as shown in Figure 6-1.

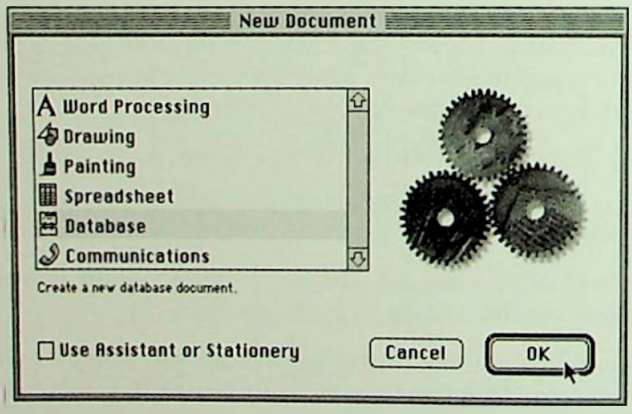


Figure 6-1: The New Document dialog box.

2. **Click on Database.**

3. **Click on the OK button (or press the Return key on your keyboard).**

   The Define Database Fields dialog box that appears looks pretty confusing, but don't worry. You can conquer its secrets. This dialog box is where you create the fields that make up the database.

4. **Type** First name **in the Field Name input box (see Figure 6-2).**

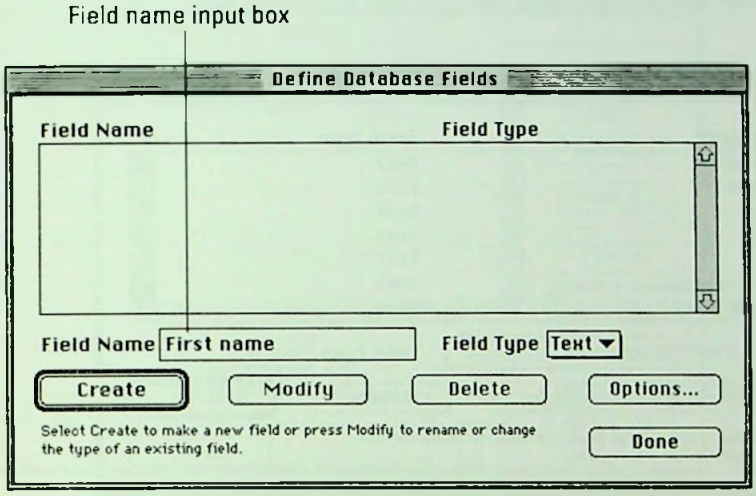


Figure 6-2: Creating the first field in your database.

5. **Click on the Create button (or press the Return key on your keyboard) and type** Last name **in the Field Name input box.**

   If your screen looks like the one in Figure 6-3, you're ready to create the rest of the fields.

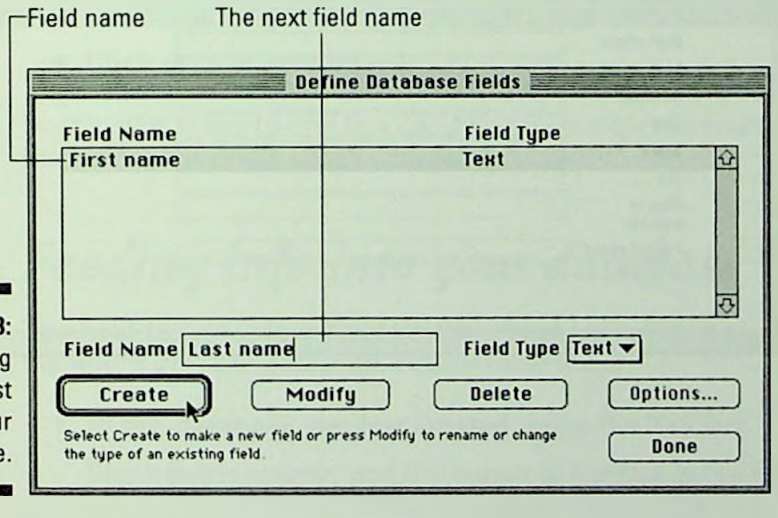


Figure 6-3: Creating the first field in your database.

6. **Click on the Create button.**

   You then see the Last name field under the First name field in the list box at the top of the dialog box.

7. **Continue typing all the fields that you want to include in your database.**

   Type the fields **Address**, **City**, **State**, **Zip**, **Phone number**, **Parent name**, and click on the Create button after each one.

   Your screen will look like the one in Figure 6-4.

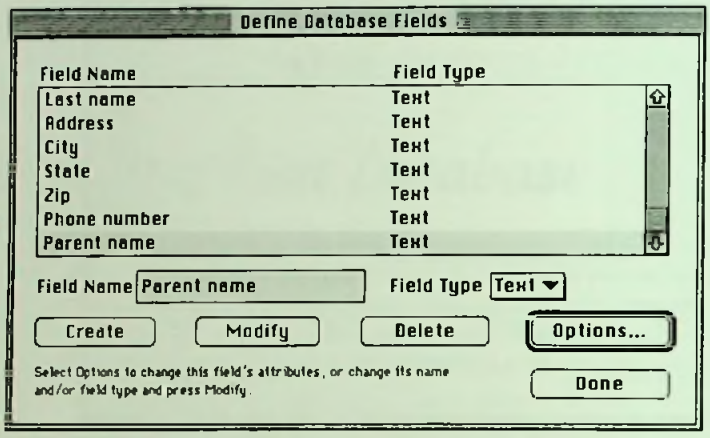


Figure 6-4: Creating the last database field.

8. **Click on the Done button.**

   Your screen then changes to look like the one in Figure 6-5, showing all the database's fields. Notice the boring `untitled (DB)` title on the title bar: You need to save your new creation.

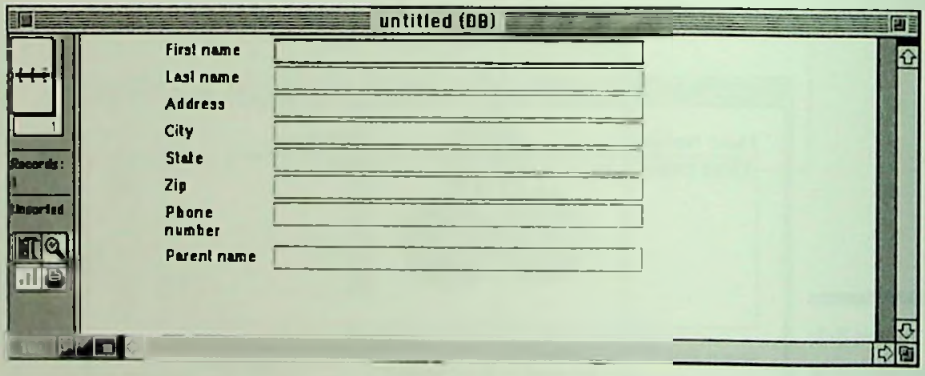


Figure 6-5: The blank fields, just waiting to be filled with information.

Saving a database

Saving a database is no big deal. You save it the same way you save any other file. Follow these steps:

1. **Choose File⇨Save.**

   The Save dialog box appears, as shown in Figure 6-6.

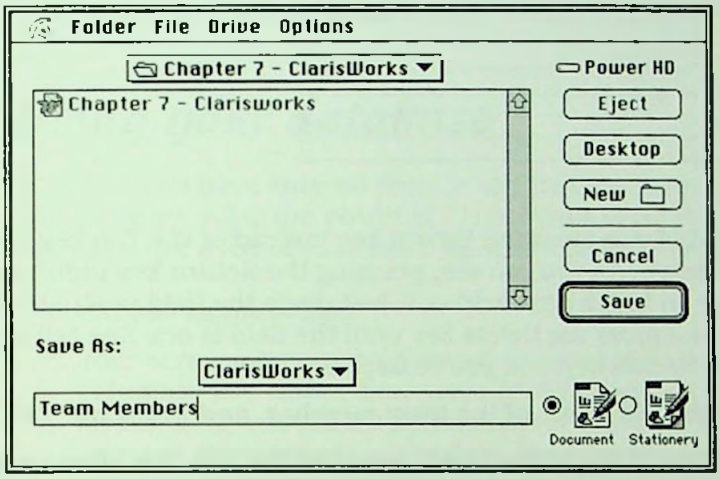


Figure 6-6: Don't forget to save your work!

2. **Type** Team Members**, a name that you probably can remember.**
3. **Choose the folder in which you want to save the database.**

   It's a good idea to save your database file in your Documents folder (see Chapter 3 for more about the Documents folder). As you continue with the examples here, make sure that you save all the files you create in the same folder as this first database file — it will make things easier on you, because then you won't have to hunt down files.

4. **Click on the Save button.**

That's all it takes to create a database. Take a quick break to pat yourself on the back (but don't strain yourself!).

Feeding info into your database

The next thing to do is to enter the names and addresses of your team members into the database. Follow these steps:

1. **In the database you just created, press the Tab key.**

   Blank fields appear, and the cursor is blinking in the First name field.

2. **Type the first name of the first team member, and then press the Tab key to move the cursor to the next field.**

   Figure 6-7 shows what your screen should look like — except that you probably didn't use the name *Sean*.

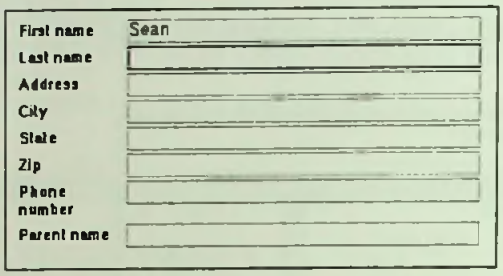


Figure 6-7: You just entered the first field in the first record!



Oops! Did you press the Return key instead of the Tab key? If you did, don't panic. As you can see, pressing the Return key didn't make the cursor go to the next field — it just made the field you're in taller by a line. Just press the Delete key until the field is one line tall again, then press the Tab key, and you're back on track.

3. **Type the last name of the team member, and press the Tab key.**
4. **Continue filling in the form, pressing the Tab key after each field.**

   You can fill in the Address, City, State, Zip Code, Phone number, and Parent name fields for this first record the same way.

5. **When you finish the form, press the Return key to save the record.**

   Your screen should look like the one in Figure 6-8.

First name	Sean
Last name	Smith
Address	1234 Apple Valley Road
City	Los Angeles
State	CA
Zip	90012
Phone number	310 555-1956
Parent name	Dori

Figure 6-8: A complete record entered in the database.

6. **Choose Edit➪New Record, or press ⌘+R to add a new record for the next team member.**

   Another blank record appears under the one you just finished.

7. **Fill out this new record the same way you did the first one, pressing the Tab key between fields and the Return key when you finish the record.**



If you accidentally press the Return key before you're really done with the record, just click on the field where you left off, and continue on in the same way you've been working.

8. **Continue adding records as in Step 7 until you enter a record for each of the members of your team.**

9. **Choose File➪Save to save your work.**

Using your database

Now that you have entered records for the team members in your database, you can start using the power of ClarisWorks to do some useful things. First, you can print a list of your team members. Follow these steps:

1. **Choose Layout➪List.**

   Your screen changes to show all the records in the database — in a columnar list. Notice how some of the information in the columns seems to be cut off? It's still there, but the column isn't wide enough to show all the contents of the field. To fix that, you can resize the columns, widening or shrinking them to fit the information.

2. **To resize a column, point to the top of the column, near the line between two columns.**

   The cursor then turns into a thick line with arrows pointing to the right and left, as shown in Figure 6-9.

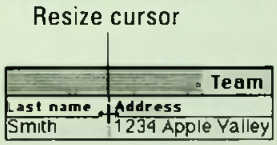


Figure 6-9: The cursor changes to the resize cursor.

3. **Press and hold down the mouse button, and drag the column larger or smaller, as needed.**

   When you've resized the columns, your list should look something like the one in Figure 6-10 (of course, the names will be different!). This list is okay, but it will be much more useful if it is sorted alphabetically by the team member's last name.

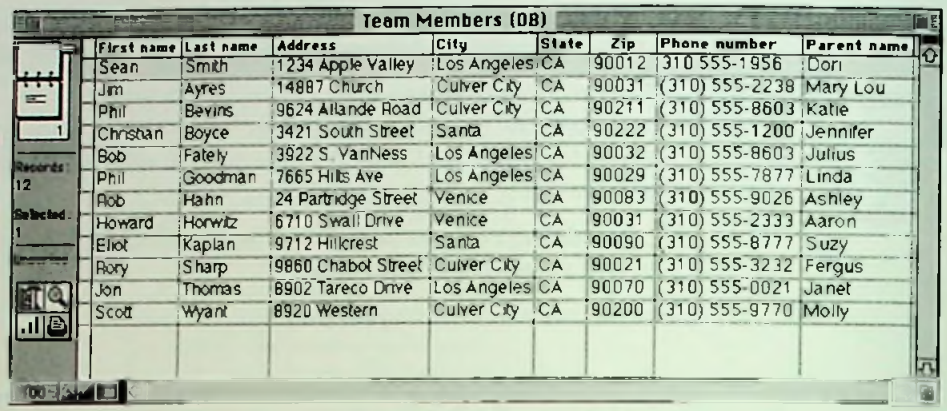


Figure 6-10: The team member list with correctly-sized columns.

4. **Choose Organize⇨Sort Records.**

   Not surprisingly, the Sort Records dialog box appears (see Figure 6-11).

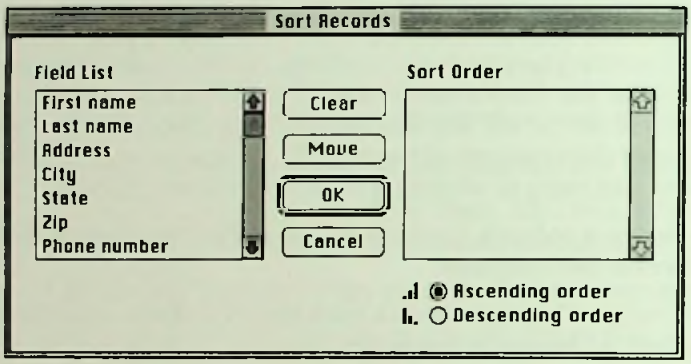


Figure 6-11: The original Sort Records dialog box.

5. **Click on Last name in the Field List list box on the left, and then click on the Move button.**

   You can see the result in Figure 6-12.

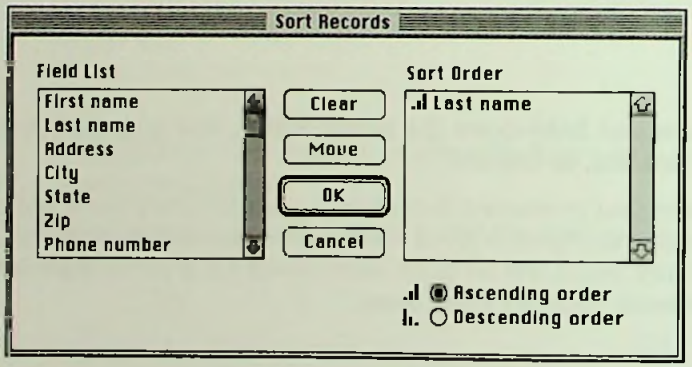
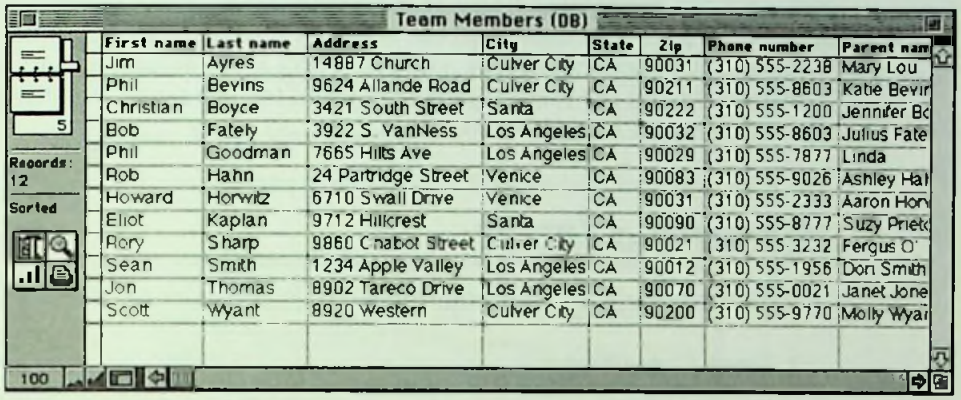


Figure 6-12: Sorting the list by last name.

6. **Click on the OK button to sort the list.**

   Faster than you can blink, the list sorts, and you get a screen that looks something like the one in Figure 6-13. When you have the list the way you want it, be sure to save your work.



First name	Last name	Address	City	State	Zip	Phone number	Parent nam
Jim	Ayres	14887 Church	Culver City	CA	90031	(310) 555-2238	Mary Lou
Phil	Bevins	9624 Allande Road	Culver City	CA	90211	(310) 555-8603	Katie Bevir
Christian	Boyce	3421 South Street	Santa	CA	90222	(310) 555-1200	Jennifer Bc
Bob	Fately	3922 S. VanNess	Los Angeles	CA	90032	(310) 555-8603	Julius Fate
Phil	Goodman	7665 Hills Ave	Los Angeles	CA	90029	(310) 555-7877	Linda
Rob	Hahn	24 Partridge Street	Venice	CA	90083	(310) 555-9026	Ashley Hal
Howard	Horwitz	6710 Swall Drive	Venice	CA	90031	(310) 555-2333	Aaron Hor
Eliot	Kaplan	9712 Hillcrest	Santa	CA	90090	(310) 555-8777	Suzy Prieto
Rory	Sharp	9860 Cnabot Street	Culver City	CA	90021	(310) 555-3232	Fergus O'
Sean	Smith	1234 Apple Valley	Los Angeles	CA	90012	(310) 555-1956	Don Smith
Jon	Thomas	8902 Tareco Drive	Los Angeles	CA	90070	(310) 555-0021	Janet Jone
Scott	Wyant	8920 Western	Culver City	CA	90200	(310) 555-9770	Molly Wyai

Figure 6-13: The team list, sorted by last name.

7. **Choose File⇨Save (or press ⌘+S).**

   ClarisWorks saves your file, and it's finally time to print the list.

8. **Choose File⇨Print, or press the handy shortcut, ⌘+P.**



   Did you know that the command key shortcut for Print is ⌘+P in almost every Mac program? It's true. In the same way, the command key shortcut for Save is ⌘+S, Close Window is ⌘+W, New Document is ⌘+N, and to open an existing document, you press ⌘+O. Finally, ⌘+Q lets you quit out of any program.

   The Print dialog box appears.

9. **Click on the OK button (or press the Return key) to print the list.**

   Congratulations! You're now a database expert!

Now that you've made the database, put it aside for a while. You can come back to it in just a little while — when you use it to add the names and addresses to the team letter.

Creating a Letter with the Word-Processing Module

Next, you use the ClarisWorks word-processing module to make up a personalized form letter. If you're following the soccer team example, the letter goes to the parents of all the team members, telling them about the team and the soccer program. The letter will also include a map to the playing field and the team logo (the symbol for the team, like the picture of the bull for the Chicago Bulls).

Starting a letter

Follow these steps to start your letter:

1. **Open ClarisWorks.**

   The New Document dialog box shown in Figure 6-1 appears.

2. **Double-click on Word Processing.**

   A blank word-processing document opens, as shown in Figure 6-14. Most letters start with the date, so that's what you can do first.



   See the blinking vertical line at the top of the letter? That's called the *insertion point*, because wherever that line is blinking, that's where your typing will appear.

3. **Choose Edit⇨Insert Date.**

   The date appears in your letter.

4. **Press the Return key twice to move the insertion point down two lines.**

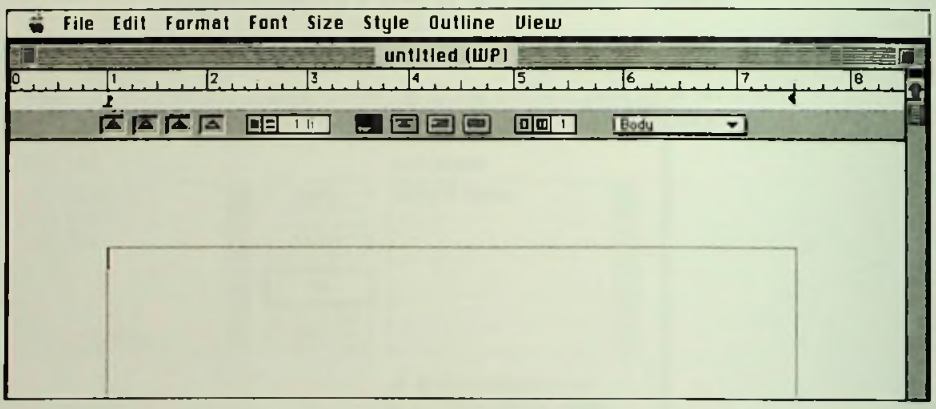


Figure 6-14: A brand-new word-processing document, ready for your brilliant words.

Using the database info to insert addresses in a letter

You can use the database created earlier — the Team Members database if you're doing exactly what the figures are showing — to add the name and address information to each letter. Each letter that you print will have a different name and address, automatically! Pretty cool, huh? This great timesaver is called *mail merging*. Follow these steps to merge the letter and the data:

1. **Choose File➪Mail Merge.**

   You then see the Open dialog box, shown in Figure 6-15.

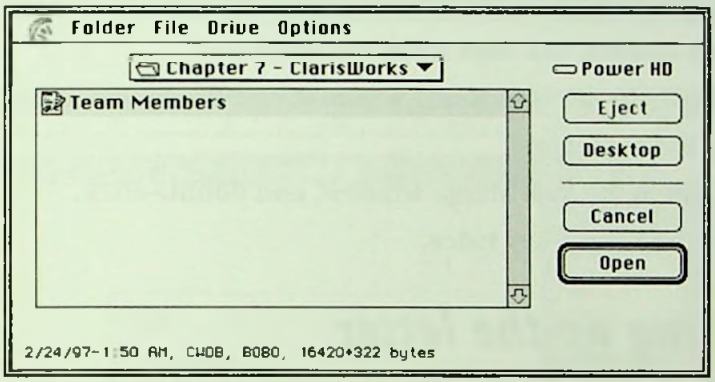


Figure 6-15: Opening the Team Members database for mail merging.

2. **Find the Team Members database, and then click on the Open button (or press the Return key).**

   In this set of steps, I'm just assuming that you're using the Team Members database. The little Mail Merge window appears over your document (see Figure 6-16). It has a scrollable list of all the fields in your database on the left side.

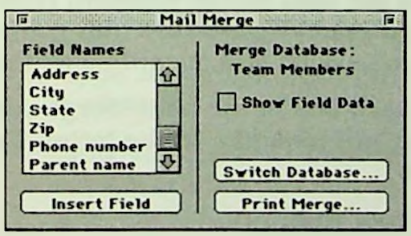


Figure 6-16: The Mail Merge window.

3. **Scroll down the Mail Merge window until you see Parent name.**
4. **Point to Parent name and double-click.**

   ClarisWorks puts a placeholder for Parent name right into your letter. When you print the letter, instead of printing the words *Parent name*, the name of the first parent in the database prints.

5. **Press the Return key.**

   The cursor moves down one line.

6. **Find Address in the Mail Merge window, and then double-click on it.**

   ClarisWorks inserts the Address placeholder into the letter.

7. **Press the Return key.**
8. **Find City in the Mail Merge window, and double-click.**
9. **Type a comma, and then press the spacebar.**
10. **Find State in the Mail Merge window, and double-click.**
11. **Press the spacebar.**
12. **Find Zip in the Mail Merge window, and double-click.**
13. **Press the Return key twice.**

Finishing up the letter

Now that you've prepared the address section of the letter, you're ready to type the body of the letter. Follow these steps:

1. **Type** Dear Parent **in the *Soccer Letter* file, and then press the Return key again.**

   Your letter should now look like Figure 6-17.

2. **Type** We're happy to welcome you and your child **and press the spacebar.**
3. **Double-click on First name in the Mail Merge window, type a comma, and then type** to our soccer program. We are sure that your entire family will find Youth Soccer to be a fun and rewarding experience.
4. **Select the Show Field Data check box in the Mail Merge window to see what the real information will look like in the letter, instead of the mail merge placeholders.**

   Check out Figure 6-18. Pretty cool, huh?

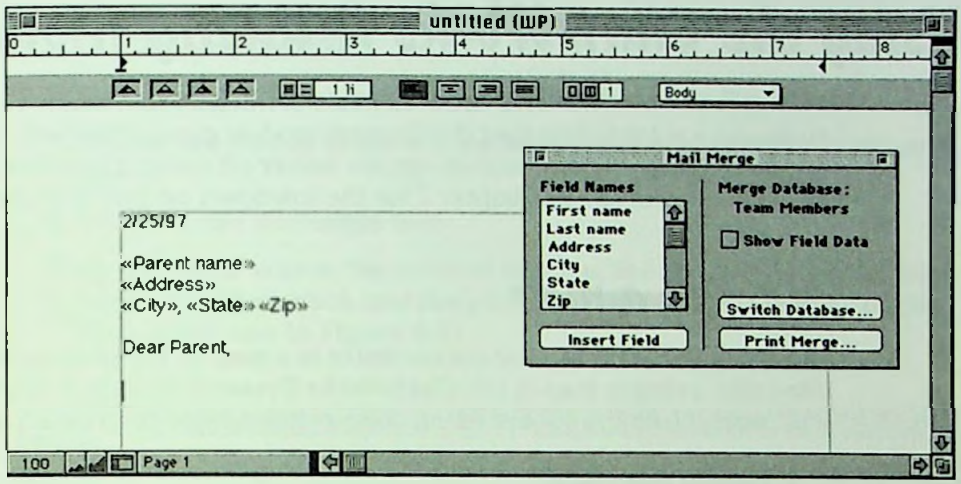


Figure 6-17: The address block of the letter, with the mail merge placeholders.

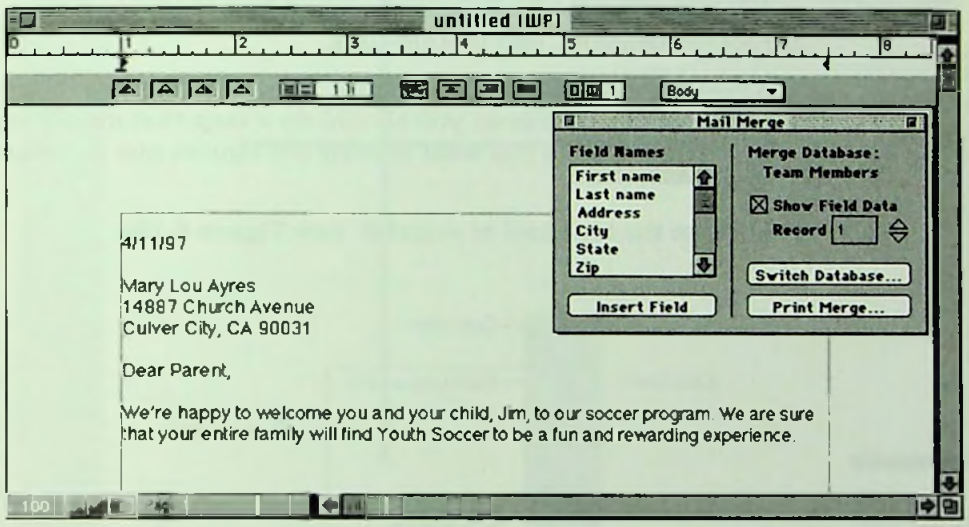


Figure 6-18: The sneak preview of what your letter will look like.

5. **Choose File⇨Save.**

   The Save dialog box appears.

6. **Type** Soccer Letter **in the input box and then click on the Save button.**

   Now you can take another break while ClarisWorks saves all your hard work.

Using the ClarisWorks Drawing Module

You can use ClarisWorks to draw all kinds of things. From maps, to diagrams, to almost any kind of picture, the Drawing module can get the job done. There are some kinds of pictures that you are better off using a painting program to create, however. See Chapter 7 for the lowdown on painting programs.

Making a map

One thing you want in your soccer letter is a map to the playing field. You can make a simple map in the ClarisWorks Drawing module, copy the map, and paste it into the soccer letter. Follow these steps to create a map:

1. **Choose File➪New.**

   The now-familiar New Document dialog box appears.

2. **Point to Drawing, and double-click.**

   A blank drawing document appears. (The map in these figures will be pretty simple. Of course, you should do a map that makes sense for your project. But if you want to copy the figures just for practice, that's okay.)

3. **Click on the Line tool to select it (see Figure 6-19).**

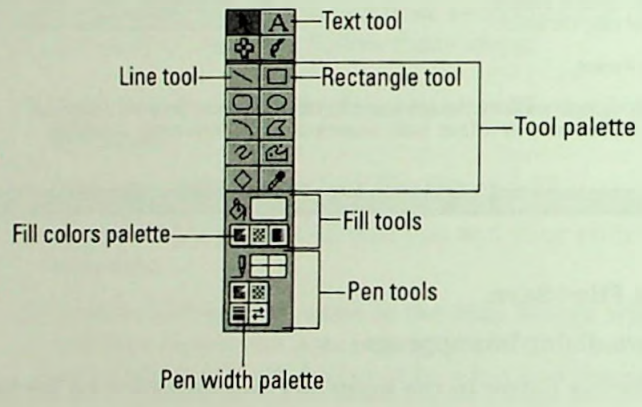


Figure 6-19: The Tools palette.

4. **Click on the Pen Width palette to make a thick line, drag downward until 6pt. is selected, and then release the mouse button.**

5. **Move your cursor about halfway down the page, and drag the cursor to draw a horizontal line across most of the page.**

6. **Draw a vertical line about a third of the way in from the left side of the line you just drew.**

   Your screen should look something like the one in Figure 6-20.

7. **About two inches below the horizontal line, draw another horizontal line.**

8. **Click on the Rectangle tool.**

9. **At the place where the vertical line and the second horizontal line come together, click and drag until you have a rectangle about the size of the one in Figure 6-21.**

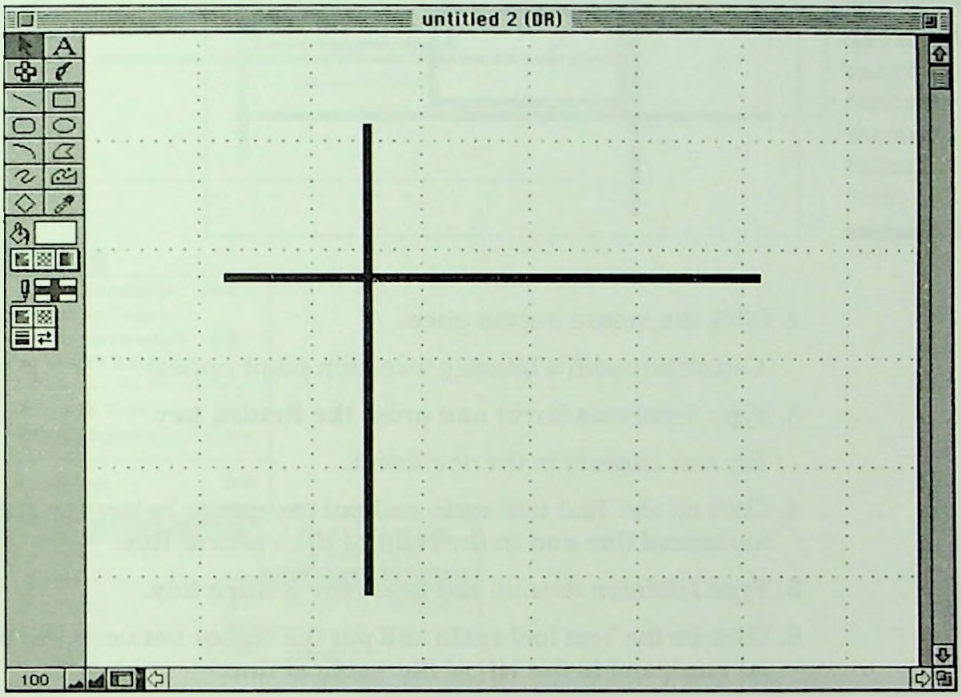


Figure 6-20: Two lines representing streets.

Adding Text to a Drawing

The ClarisWorks Drawing module is really handy. You can add labels to drawings or use text as a part of a drawing. In the soccer team example, you can label the streets and the soccer field, and you're home free.

1. **Click on the Text tool (it's the one that looks like the letter *A*) and move the cursor above the top horizontal line, and to the right of the vertical line.**

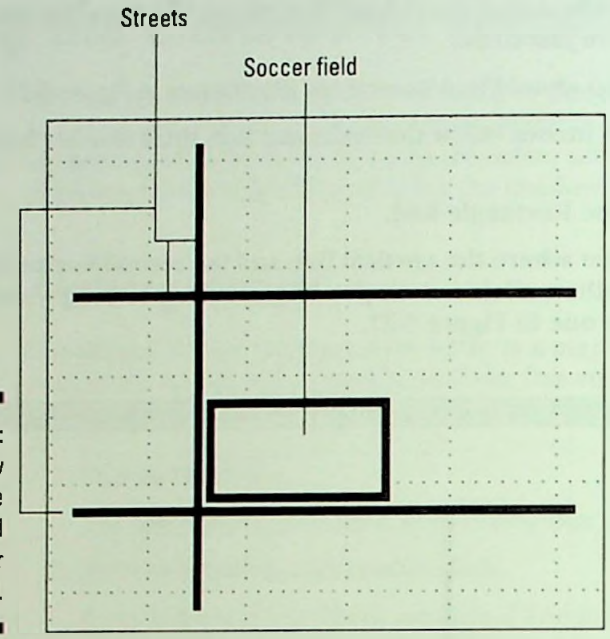


Figure 6-21: You now have three streets and a soccer field.

2. **Click the mouse button once.**

   A small box with a blinking insertion point appear.

3. **Type** Sepulveda Street **and press the Return key.**

   The text appears in the document.

4. **Click on the Text tool again and put the cursor below the bottom horizontal line and to the right of the vertical line.**

5. **Type** Jefferson Avenue **and press the Return key.**

6. **Click on the Text tool again and put the cursor between the two horizontal lines, and to the left of the vertical line.**

7. **Type** Western Street **and press the Return key.**

   Notice that four small squares appeared around Western Street in Figure 6-22? Those handles let you move the text around.

8. **Make sure that the four handles are still around Western Street. If they aren't, click once on the words** Western Street.

9. **Choose Arrange⇨Transform.**

   The Transform menu appears.

10. **Choose Rotate 90°, as shown in Figure 6-23.**

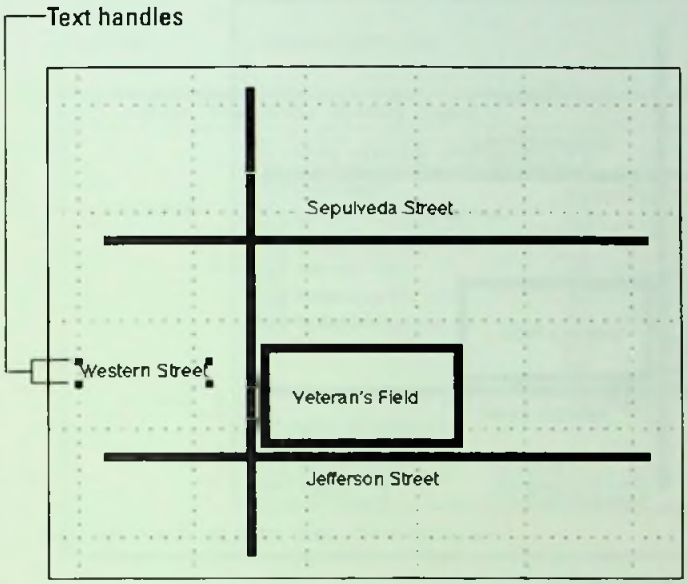


Figure 6-22: The squares around the text are handles; you can drag on them to move the text around.

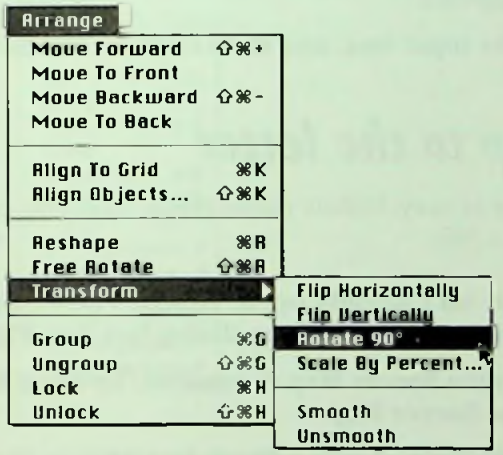


Figure 6-23: Rotating the text so that it is vertical.

11. **If you prefer, click on the rotated text and move it closer to the vertical line.**

    Now all you need to do is label the soccer field. You can do that in the same way you labeled the streets.

12. **Click on the Text tool and click the cursor inside of the rectangle (it's representing our soccer field).**

13. **Type** Veteran's Field, **and then press the Return key.**

    Your masterpiece should now look like the map in Figure 6-24.

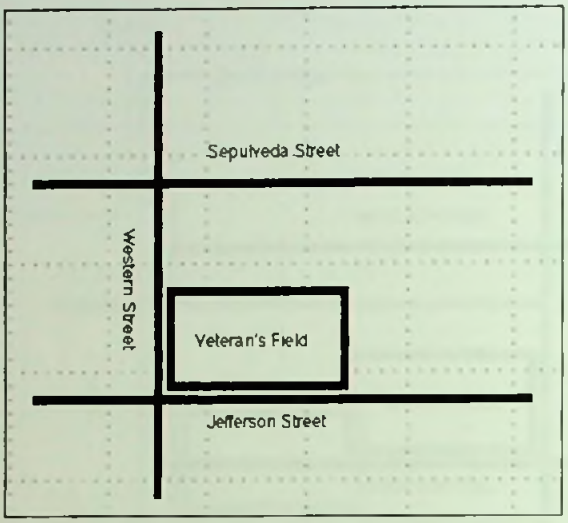


Figure 6-24: The finished map.

14. **Choose File➪Save.**

    The Save dialog box appears.

15. **Type** Soccer Map **in the input box, and then click on the Save button.**

Adding the map to the letter

Adding a drawing to a letter is easy. Follow these steps, and you can add the map to the soccer letter in a jiffy.

1. **If the Soccer Letter file isn't already open, choose File➪Open, and double-click on Soccer Letter in the Open dialog box (see Figure 6-25).**
2. **You also need to open the Soccer Map document. To open it, choose File➪Open and choose Soccer Map.**
3. **With the Soccer Map in front, choose Edit➪Select All (see Figure 6-26).**

    All the objects (each piece of the drawing is called an object) in the map display their handles.

4. **Choose Edit➪Copy (or press ⌘+C).**

    ClarisWorks copies the map to its Clipboard.

5. **Choose View➪Soccer Letter.**

    The letter comes to the front, as shown in Figure 6-27.

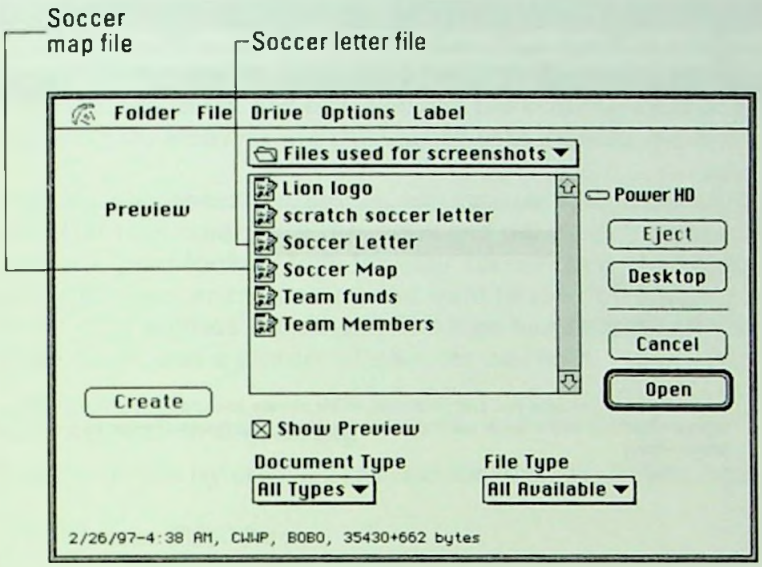


Figure 6-25: The Open dialog box.

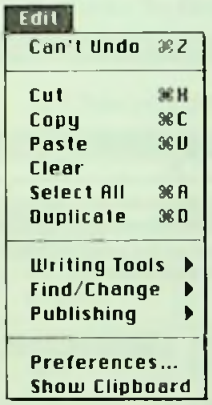


Figure 6-26: The Edit menu.

6. **Click the mouse at the end of the text to position the cursor there and press the Return key a couple of times.**
7. **Type** Directions to Soccer Field, **and then press the Return key twice.**
8. **Choose Edit⇨Paste (or press ⌘+V).**

   The map appears in the letter (see Figure 6-28)! Don't forget to save!
9. **Press ⌘+S.**

   ClarisWorks saves the file for you.

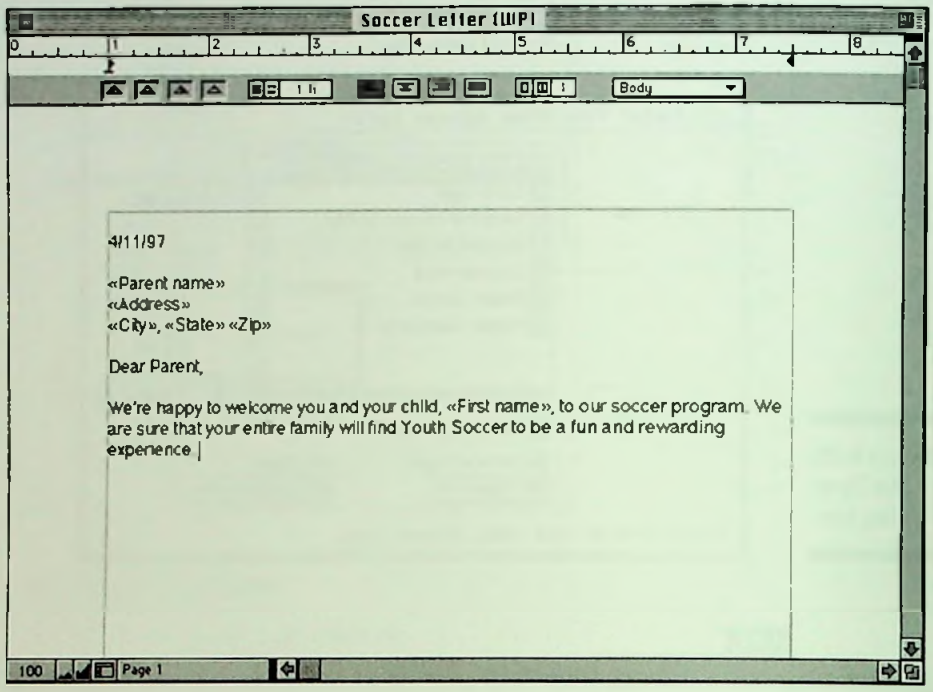


Figure 6-27: The letter in the front.

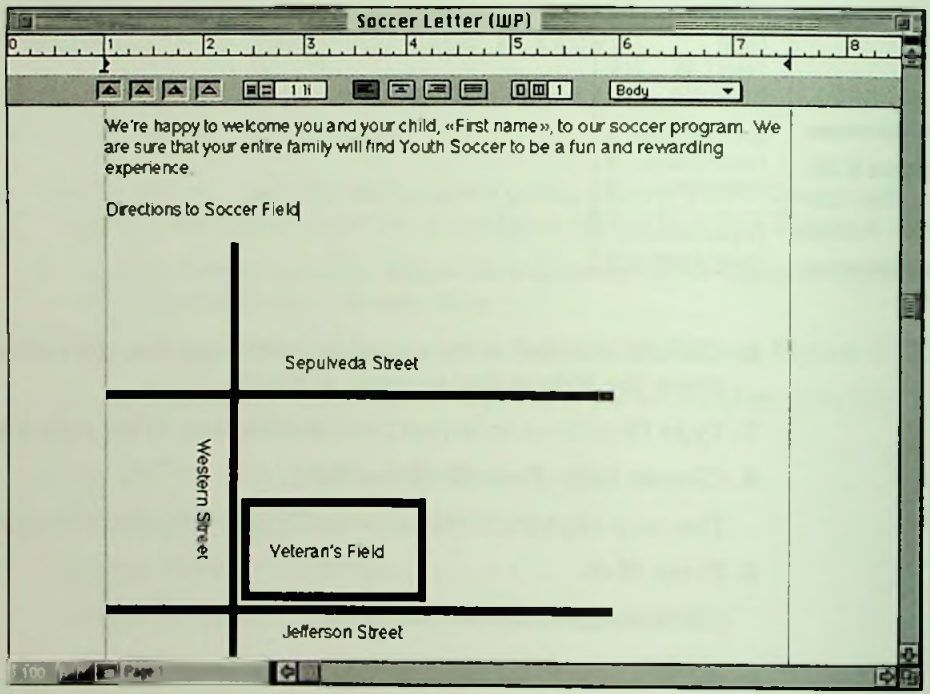


Figure 6-28: The map plops down into the letter.

Creating a team logo

So far, the letter is looking okay, but it could use a bit more zip. You can add a logo to the letter. For this, you use the Drawing module again, but if you're artistic, you also can use the ClarisWorks Painting module.

For this soccer-team example, you can use two pieces of clip art from the CD-ROM that come with this book and put them together with some text to create a great-looking logo for your soccer team, the Lions. (If you're not doing the soccer-team thing and want to use different clip art, go ahead. You won't hurt anyone's feelings.) The logo has a picture of a lion's head, the word *Lions*, and a picture of a soccer ball on it.

Adding text to a drawing

You can begin by creating the text for the logo. Follow these steps:

1. **Choose File➪New.**

   The New Document dialog box shown in Figure 6-1 appears.

2. **Point to Drawing, and double-click.**

   A blank drawing document like the one shown in Figure 6-20 appears.

3. **Choose Format➪Font➪Times.**

   Don't be surprised if your Font menu looks different (see Figure 6-29).

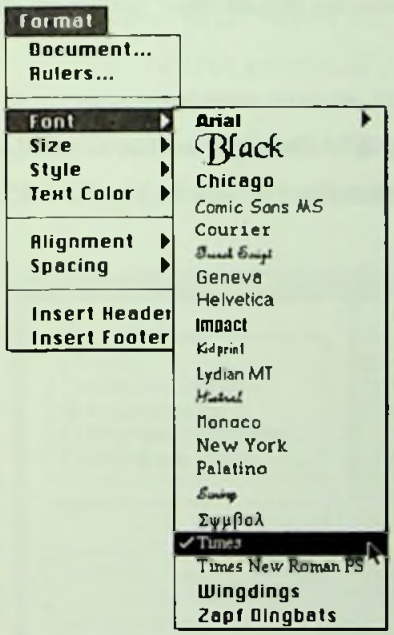


Figure 6-29: Choosing a font in the ClarisWorks Drawing module.

4. **Choose Format⇨Size⇨48 point.**
5. **Click on the drawing area.**

   An insertion point appears.
6. Type Lions.

Inserting clip art into a drawing

Next, you bring in the picture of the lion and the soccer ball. Follow these steps:

1. **Make sure that the *Macs For Kids & Parents* CD-ROM is in your CD-ROM drive and visible on your desktop. Refer to Chapter 1 if you need help working with the CD-ROM drive.**
2. **Choose File⇨Insert.**

   The Open dialog box appears.
3. **Choose the file named *Lion* from the Bonus Stuff folder on the CD-ROM.**
4. **Click on the Insert button in the Open dialog box.**

   The lion picture appears on your screen.
5. **Click on the lion picture, and drag it to the left of the word *Lions*.**

   Next you insert the soccer ball picture.
6. **Choose File⇨Insert.**

   The Open dialog box appears.
7. **Choose the file named *Ball* from the Bonus Stuff folder on the CD-ROM.**
8. **Click on the Insert button.**

   The soccer ball picture appears on your screen.
9. **Click on the picture, and drag it to the right of the word *Lions*.**

   Your screen should now look a lot like the one in Figure 6-30.



Figure 6-30: The two graphics and the text are now all together.

Resizing a graphic

In the soccer-team example, the soccer ball is way too big for the rest of the logo. Luckily, ClarisWorks gives you the capability of making any graphic bigger or smaller. Follow these steps:

1. **Click on the picture of the soccer ball to select it.**

   Four handles appear around the ball.

2. **Hold down the Shift key, and point to the lower right handle.**

3. **Click on the handle, and drag the handle diagonally up and to the left, shrinking the soccer ball until it is about the same size as the lion picture (see Figure 6-31).**

   Now you can line up all three objects.



Figure 6-31: The two graphics are the same size. Getting closer!

4. **Choose Edit➪Select All.**

   ClarisWorks selects all three objects. You can tell by the handles around them.

5. **Choose Arrange➪Align Objects.**

   The dialog box of the same name opens, as shown in Figure 6-32.

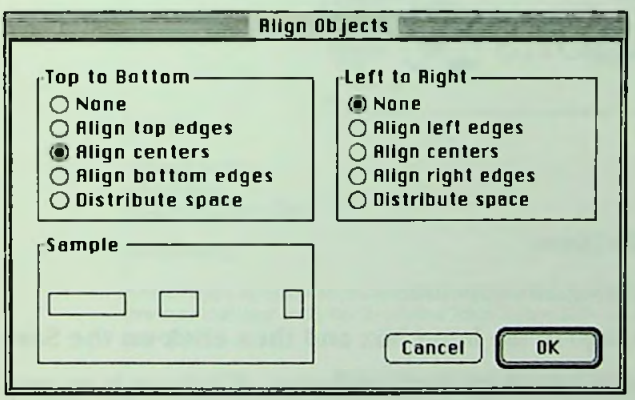


Figure 6-32: The Align Objects dialog box.

6. **Click on the Align centers radio button in the area called Top to Bottom.**
7. **Leave the radio button under Left to Right on None, and click on the OK button.**

   The three objects then become much more orderly, as shown in Figure 6-33.



Figure 6-33: These objects have finally gone straight.

Doing the grouping thing

You can group objects together so that when you move one they all move as one unit. Follow these steps:

1. **Choose Edit⇨Select All.**

   Handles appear around all the objects.

2. **Choose Arrange⇨Group.**

   Now you see just one set of handles around all three objects (see Figure 6-34). That's because you made them one big object.



Figure 6-34: One set of handles around all the objects means that you have a group.

3. **Choose File⇨Save.**

   The Save dialog box appears.

4. **Type** Lion Logo **in the input box and then click on the Save button.**
5. **Make sure that the logo is still selected. (Click on it so you can see the handles, if necessary.)**

6. **Choose Edit⇨Copy (or press ⌘+C).**

   ClarisWorks copies the group to the Clipboard.

Inserting the logo into the soccer letter

You copied the logo to the Clipboard, and now you can paste it back in at the top of the soccer letter. Follow these steps:

1. **Open the Soccer Letter file.**
2. **Click on the file to place the insertion point to the left of the date.**
3. **Press the Return key three times to make some space at the top of the letter.**
4. **Move the mouse pointer to the top of the letter and click the mouse button to place the insertion point at the top.**
5. **Choose Edit⇨Paste.**

   The team logo appears in your letter.

6. **Click on the Center Justification icon on the ruler to center the logo on the page, as shown in Figure 6-35.**
7. **Press ⌘+S to save your work.**

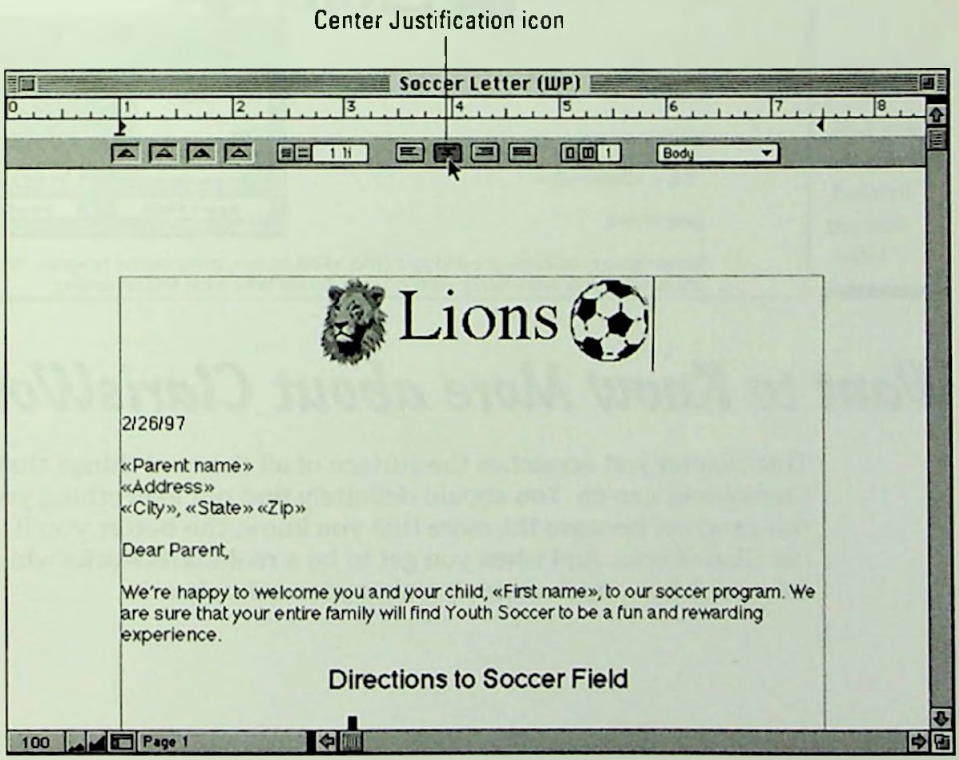


Figure 6-35: Using the Center Justification icon to center the logo.

Printing the finished letter

Wow! You finally finished the letter! Now all you have to do is to print all the personalized letters. Follow these steps:

1. **Choose File⇨Mail Merge.**

   The Mail Merge window appears, as shown in Figure 6-16.

2. **In the little Mail Merge window, click on the Print Merge button.**

   The normal Print dialog box appears (see Figure 6-36).

3. **Click on the Print button to print all the merged letters.**

   ClarisWorks then prints the letter as many times as you have team members, inserting the individual team members' names and addresses from the database into each letter.

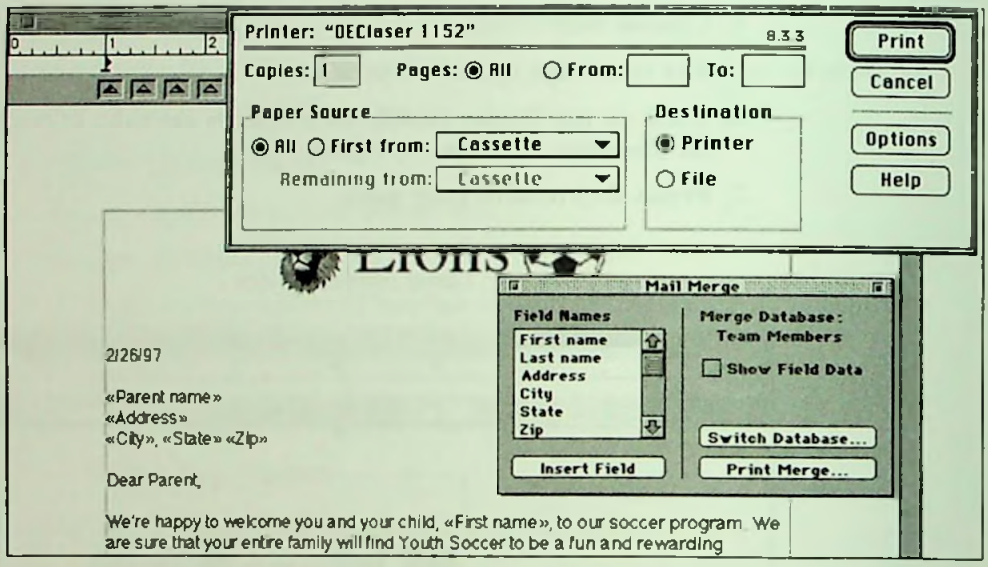


Figure 6-36: Printing the finished, merged letter.

Want to Know More about ClarisWorks?

This chapter just scratches the surface of all the cool things that ClarisWorks can do. You should definitely find out everything you can about this program because the more that you know, the better you'll be able to use ClarisWorks. And when you get to be a real ClarisWorks whiz, you'll be amazed at how much easier it makes your schoolwork.



To learn more about ClarisWorks, we recommend that you look in three places. The first is the CD-ROM that accompanies this book. It has a file called spreadsheets that tells how to use ClarisWorks to create spreadsheets. The second way is the ClarisWorks User's Guide. It's a step above most computer program manuals; for one thing, the Guide is written in plain English, unlike some of those weird manuals that are so full of techno-talk that they may as well be written in Etruscan.

Another great way to learn more about ClarisWorks is to pick up a copy of *ClarisWorks For Macs For Dummies*, by Frank Higgins. It's also by IDG Books (just like this book that you've got in your hands), and it explains all about ClarisWorks, in the friendly, one-of-a-kind Dummies style.

Chapter 7

Painting with Your Fingers — and a Mouse

In This Chapter

- Getting Used to Palettes
- Checking Out Your Art Supplies
- Changing Colors: No Rinsing Needed
- Pouring on the Paint
- Stamping, Sticking, and Stenciling
- Shaping Up

Painting programs are a great place for discovering what your Mac can do — and they're also a lot of fun! You've probably already drawn with crayons or colored pencils and painted with watercolors or tempera paints. Painting on your computer uses the same ideas — but with some special twists.

With the right painting program, your Mac can act like a set of crayons, a box of watercolors, a huge collection of rubber stamps or stencils, a can of spray paint, and a whole lot more. You can take pieces of your picture and move them around, paint in more than one color at once, smear and smudge the edges of your drawing, and even attach sounds to your pictures so that not only do they look good, but they also sound good, too.

You can find painting programs for all ages and skill levels. If you're pretty young, Kid Pix Studio may be the program for you. If you're older, check out Dabbler 2 by Fractal Design, a more sophisticated but still easy-to-use program.

Using these paint programs is like reading — the alphabet stays the same, no matter what book you have open. These programs may look very different, but they have something in common: The tools that appear in one program usually appear in similar forms in the other programs.

Getting Used to Palettes

Take a look at a couple of the most popular painting programs, Kid Pix and Dabbler. Figure 7-1 shows Kid Pix when you first open it up. Many Macintosh painting programs look a lot like Kid Pix, with *palettes* that run across the sides of the screen. The palettes hold most of the tools that you paint with. In Kid Pix, the upper left palette is the Drawing Tools palette. It holds tools that are like pencils, paintbrushes, erasers, and other real-world tools. The lower left palette is the Color palette, in which you choose the colors you want to paint with. Think of it as the box of paints. Across the bottom of the screen is the Tool Options palette. This palette changes, depending on the tool you've selected from the Drawing Tools palette.

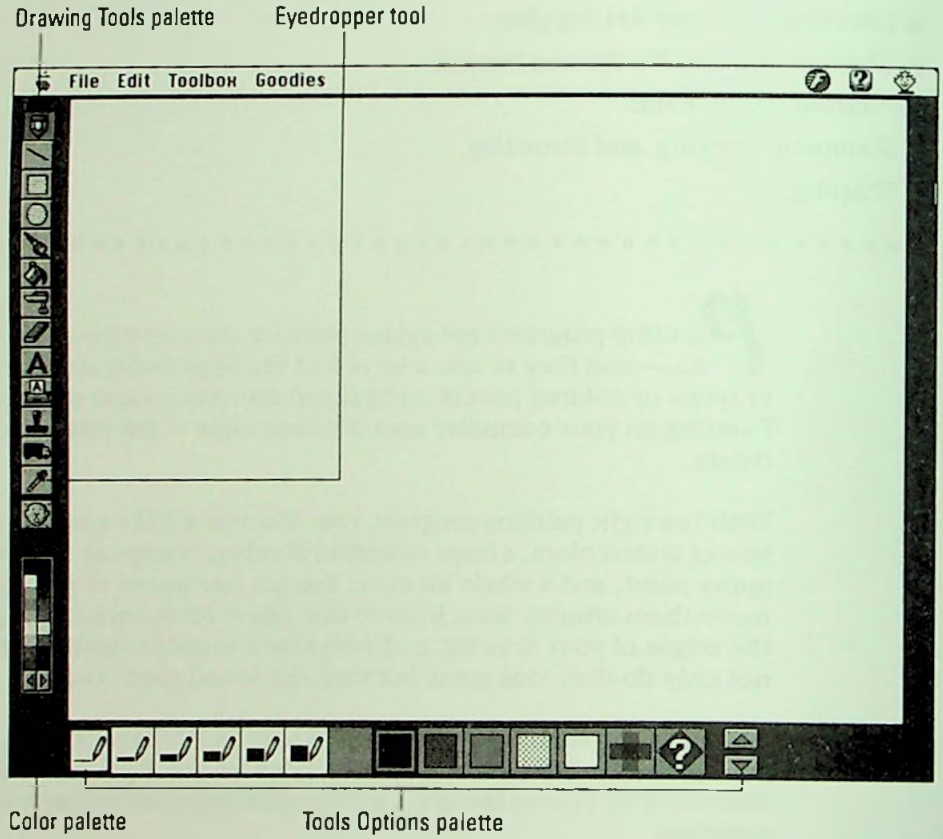


Figure 7-1: Kid Pix and its palettes.

Now take a look at Figure 7-2, a view of Dabbler 2 by Fractal Design. When you paint in Dabbler, you select your tools, colors, and other options from drawers, but the drawers are basically the same thing as the Kid Pix palettes. Instead of a Drawing Tools palette, Dabbler has a Tools drawer. And instead of a Color Palette, Dabbler has a Color drawer.

Notice that the Dabbler Tools drawer in Figure 7-2 is open. The thin line at the top of the drawer serves as a handle. Click on the handle, and the drawer slides open, showing you tools or options that are otherwise tucked away. Just like a real desk, the tools on the front of the drawers are the ones that are out on top of the desk, while other tools are hidden in the drawers.

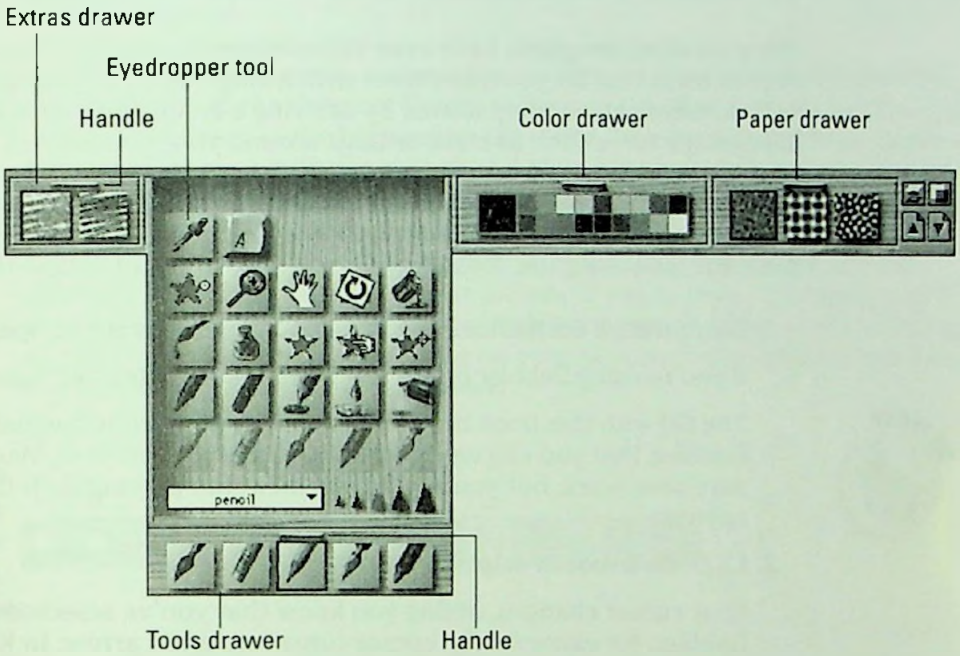


Figure 7-2: Dabbler and its drawers.

Checking Out Your Art Supplies

Most painting programs give you lots of tools to choose from. For example, Dabbler has tools that are like almost any art supply you can think of. It has all these tools:

- **Pencil.** The Pencil tool draws like a lead or colored pencil.
- **Paintbrush.** You can paint in different styles using this tool.
- **Eraser.** You can erase anything you've painted with the Eraser.
- **Crayon.** Just like Crayolas, this tool draws waxy colored lines.
- **Pen.** Write as if you're using an ink-pen or ball-point with the Pen.
- **Marker.** Like magic markers, when you paint over something with the Marker tool, the color beneath bleeds through.
- **Chalk.** As with pastels, using this tool results in soft edges.

- **Oil Paints.** Using this tool, you can easily paint like famous artists. With one stroke, your Mac applies multiple colors to your artwork.
- **Water.** Adding water to your painting smears the colors, just like it does in real life.
- **Spray Paint.** Using this tool results in an air-brushed look, like you sometimes see on painted T-shirts or vandalized buildings.

Other painting programs have even more interesting tools. For example, Kid Pix has tools that let you make trees with a single click of your mouse button, create elaborate patterns by drawing a simple line, or scatter different pictures such as stars or bugs around your screen.

But in all painting programs, you click on your tools and then paint by moving the cursor around the white space in the center of the screen while holding down the mouse button. To start with a simple drawing, follow these steps:

1. **Double-click on the icon for your painting program to open it.**

   If you're using Dabbler or Kid Pix, you see something like Figure 7-1 or 7-2.



   The CD with this book has a demo of Painter 4, from the makers of Dabbler, that you can use to check out painting on your Mac. You can't save your work, but you can have a lot of fun playing with the software anyway.

2. **Click on a tool to select it.**

   Your cursor changes, letting you know that you've selected a tool. In Dabbler, for example, the cursor turns into a red arrow; in Kid Pix, the cursor looks like the tool you've chosen, as you can see in Figure 7-3.

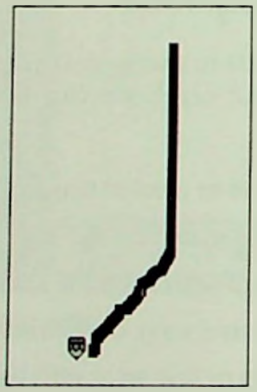


Figure 7-3: Painting a line in Kid Pix.

3. **Click on the white space in the center of the screen and paint by holding down the mouse button and moving your mouse around. Let go of the mouse button to stop painting.**

You then see a line on your screen, although yours is probably better than the one in Figure 7-3.



If you don't like your line, you can erase it using an Eraser tool. Although in real life you can't erase paints, in painting programs erasing or undoing anything you've done is no problemo. Most Eraser tools work just like the other tools: click on the Eraser icon and then drag your cursor over the line you want erased.

Kid Pix offers some great, unusual Eraser options. Take a look at Figure 7-4, which shows all the different Eraser options in the Tool Options palette. The first four squares — the big square, big circle, little square and little circle — are just erasers of different shapes and sizes. When you click on the Eraser and one of those squares and then drag the cursor across your picture, your painting disappears just as if you were using a real eraser — well, a real eraser that works on paints! But when you pick one of the other options, different fun things happen to your picture. If you're into excitement, you'll love the stick of dynamite. Try it out by clicking on the Eraser icon, clicking on the Dynamite, and then clicking on your picture. But don't do this unless you're ready to get rid of your artwork!



Figure 7-4: The Eraser options.

Changing Colors: No Rinsing Needed

In painting programs, you don't need a different pencil for every different color you might use: Instead you use the Color palette.

Using the Color palette is like changing colors on a watercolor brush — without the rinsing! Before you can put the color on your paper, you have to dip the brush in the paint. Before you can add a new color to your painting onscreen, you have to choose a different color from the Color palette.

Take a look at the Dabbler Color drawer, shown in Figure 7-5. The colors across the front of the drawer are the Color palette.

The color in the big box to the left is the color you've been using. Click on any of the tiny squares of color, and the color on the left changes. You've just changed the paint on your paintbrush! When you paint some more, you are painting in your new color. You can keep changing colors just by clicking on any of the squares in the Color drawer.

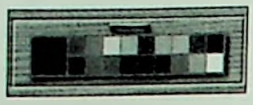


Figure 7-5: The Color drawer with its Color palette.

Some painting programs, especially those for kids, let you paint only from a limited supply of colors. But Dabbler's not like that; if you want to use even more colors, click on the handle at the top of the drawer to open the drawer and then you can choose from fifteen other palettes. If none of these colors appeals to you, you can click on the color wheel at the top of the drawer to create your own color and add it to a palette (see Figure 7-6).

Click anywhere on the ring or triangle to select a color. The new color then appears in the selection box.

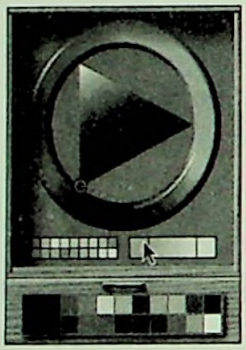


Figure 7-6: The color wheel.



If you want to use a color that you've already used, you don't need to go back to the Color palette. Instead, you can use the Eyedropper tool. Follow these steps to use the Eyedropper tool:

1. **Click on the Eyedropper tool.**

   If you don't see the Eyedropper tool in Dabbler, click on the Tools drawer to open it. The Eyedropper icon is at the top of the drawer. (In Kid Pix, you can find the Eyedropper in the Drawing Tools palette.)

2. **In your painting, click on the color that you want to use.**

   See how the selected color (the one on the left in Dabbler) changed in the Color palette? You've just selected a new color.

3. **Click on whichever tool you want to use and then paint away.**

   You are painting in the color you picked up with the Eyedropper tool.

Pouring on the Paint

The Paint Can is another handy tool that you'll find in most painting programs. The Paint Can fills your picture with color, just as if you'd spilled a can of paint on it. But unlike real paint, the Paint Can paints only between the lines.

To use the Paint Can in Kid Pix, follow these steps:

1. **Click on the Paint Can icon in the Drawing Tools palette.**
2. **Click on a color.**

   The Paint Can icon shown in Figure 7-7 appears. Fortunately, it's behind the monster's back and doesn't attract his attention.

3. **Click on the drawing area that you want to paint.**

   The Paint Can fills the blank area with the color you chose.



Sometimes you use the Paint Can, expecting to fill in a small area and instead you fill your entire drawing with color. Usually when this happens you have a leak. Click on the Undo Guy in Kid Pix or the Undo command in other painting programs, and take a close look at your drawing. The area you expected to fill has a hole in it, although it might be very tiny. Find the hole, close it off, and try again. (You may want to use the magnifying icon to make the drawing bigger so that you can see the hole.)



Figure 7-7: I've got the Paint Can blues. While the Paint Can filled in part of the background, it couldn't get the whole thing because of the lines that cut across the painting.

Stamping, Sticking, and Stenciling

In lots of painting programs, you can put predrawn pictures on your pages. These pictures are called *stamps*, *stencils*, *stickers*, or *clip art*.

In Kid Pix, you use the Rubber Stamp the same way you use the other tools: Click on the Rubber Stamp, click on the stamp you want to use in the Tool Options palette, and then click anywhere on the painting to place the stamp in your painting.

Stencils, in Dabbler, are a little different. Unlike the Kid Pix stamps, you can resize and change the color of the Dabbler stencils. Follow these steps to use the Dabbler stencils:

1. **Double-click on the Dabbler icon to open it, if necessary.**
2. **Click on the Stencil in the Tool drawer to select it.**

   If you don't see the Stencil on the front of the drawer, open the drawer by clicking on the handle and then select the Stencil from the icons inside the drawer.
3. **Click on the handle at the top of the Extras drawer to open the drawer.**

   The drawer slides open with a click, showing you a set of stencils to choose from.
4. **Click on a stencil to select it.**

   If you don't like your options, click on the Library button to choose from a long list of Stencil libraries. Double-click on a library to select it.
5. **Click on the screen and, holding down the mouse button, move your cursor across the screen.**

   Your shape fills the space between your starting point and stopping point. The Stencil can make shapes of any size.

After you've placed your stencil you can paint in it — or around it.

Shaping Up

Not all painting programs have tools for creating shapes, but lots of them do. You can find these tools in Kid Pix and in ClarisWorks. They're useful when you want to draw perfect shapes, such as squares or circles, or absolutely straight lines. The most common types of shape tools are these:

- **Line.** Use the Line tool to draw perfectly straight lines.
- **Rectangle.** The Rectangle tool lets you add rectangles of any size to your painting.
- **Square.** The Square tool creates . . . you guessed it . . . squares.
- **Circle.** A Circle tool makes perfect circles.
- **Oval.** You can use the Oval tool to paint circles or ovals of varying sizes.

All these tools work the same way, no matter what program you're using. To use one, follow these steps:

1. **Click on the tool of your choice.**

   If you're using Kid Pix, you can choose the Line, Rectangle, or Oval tool from the top of the Drawing Tools palette.

2. **Hold down the mouse button, click on your picture, and drag the cursor across the screen.**

3. **Let go of the mouse button.**

When you choose the Line tool, a straight line appears between your starting point and your stopping point. When you choose the Rectangle or the Oval tool (just like the Dabbler Stencil tool), the shape fills the space over which you moved your mouse.

Chapter 8

The Amazing Art of Photo Editing

In This Chapter

- Getting pictures
- Painting on your pictures
- Changing brightness and contrast
- Making selections
- Combining photos
- Specializing in special effects

You can paint your own pictures using your Macintosh and painting software, but you also can play with other pictures, including photographs, using programs called *photo-editing* or *image-editing* software. With photo-editing software, you can do all sorts of entertaining things to photographs. This chapter looks at how you get photos into your computer and what you can do to mess up — uh, manipulate — those photos, using the two programs PhotoFix and PhotoDeluxe.

Getting Photos

The first step in photo-editing is to get the pictures to play with. You can use paintings that you've made, of course, but playing with photographs is a lot more fun. You can choose from a lot of different ways to get photographs into your Mac.

- You can use photographs that you've taken with a regular camera by *digitizing* them (turning them into files that your computer understands). You can do this digitizing in a couple of ways:
  - If you have your own scanner, you can use it to scan your photographs. Scanners change the image of the photographs into files and then store them on your computer.

- You can use the Kodak Photo CD. When you do this, you take your film to a photo store. The store sends your film to a lab where the photos are scanned with a really good film scanner (much better than the one you're likely to have at home.) You get your digitized photos back on a Photo CD disc (a CD-ROM). A Photo CD can hold up to 100 different pictures in five different versions. (The different versions are different sizes or resolutions.) It takes about a week to get your photos back, and the cost is about $20 for 24 photos.

- You can use a digital camera, which saves pictures in a format that your Mac understands.
- If you have a Mac with video-digitizing equipment and a camcorder or VCR, you can use your Mac and camcorder or VCR to capture still images that you can then use in photo-editing software.
- You can buy a collection of photographs on CDs or download pictures from online software libraries, like those on America Online. (For more on AOL, see Chapter 11.) In this case, the photos aren't pictures of your friends or family, but you can still have a good time messing with them.

Editing Photos

You can draw on photographs, adding mustaches or other weird stuff to pictures of your family and friends. You even can change the colors of photos, so you can, for example, take a photograph of your sister or brother and see what she or he would look like with purple hair. You can merge two pictures together, putting a picture of yourself next to a picture of the President and then pretend that you're friends. Or you can take photographs and add special effects to them so that your photos look like they were painted by great artists, such as Monet or Van Gogh.

Painting weird, wacky, and wonderful things on your photographs

When you have a picture and image-editing software, you can do just about anything to the picture. The easiest thing to do is paint on the photograph. You can use the painting tools — the Paintbrush, the Eraser, the Line tool, and others — to add details, such as mustaches or funny hats or clothes to your pictures. To find out how to use those tools, check out Chapter 7. The basic tools and techniques that you discover in that chapter work in image-editing programs, too!

Changing brightness and contrast

The simplest things you can do to your photographs involve making them look better (or worse, if you so desire!) You can take photos that are too dark or too bright, for example, and change the brightness and contrast.

What are brightness and contrast? Well, defining *brightness* is easy. It's how dull or bright the colors are in a picture. You probably have photographs that would look great if they didn't have so much glare or if they weren't so dark. You can change the brightness by increasing the amount of light so that a dark picture is more visible or by lowering the amount of light so that a too-bright picture looks better.

Contrast is the difference between the light and dark areas of a picture. Sometimes, a small amount of contrast makes an entire photo look bland. Other times, only a corner or a portion of the picture is too dark.

You also can correct the colors in photographs — usually because the photos have faded and the colors look washed out. Or you can have fun with color-correction, taking a plain picture and making it look really strange.

All image-editing programs can change the brightness, contrast, or color of a photograph, but the different programs do it in different ways. Adobe PhotoDeluxe, probably the most popular photo-editing program for home use, and PhotoFix are two programs that let you change your photos, but they have completely different ways of opening the photos and their tools are different, too.



If you don't have an image-editing program, you can use the demo version of PhotoFix on the CD. You can't save or print your work, but you can play with the different tools.

Using PhotoFix 3.2

To change the brightness, contrast, or color of your photograph in PhotoFix, follow these steps:

1. **Double-click on the PhotoFix icon to open it.**

   PhotoFix opens (see Figure 8-1).

2. **Choose File: Open to get the photograph you want to change.**

   The Open dialog box appears.

3. **Select the filename of the photo you want to use.**

   Your photo appears on the screen.

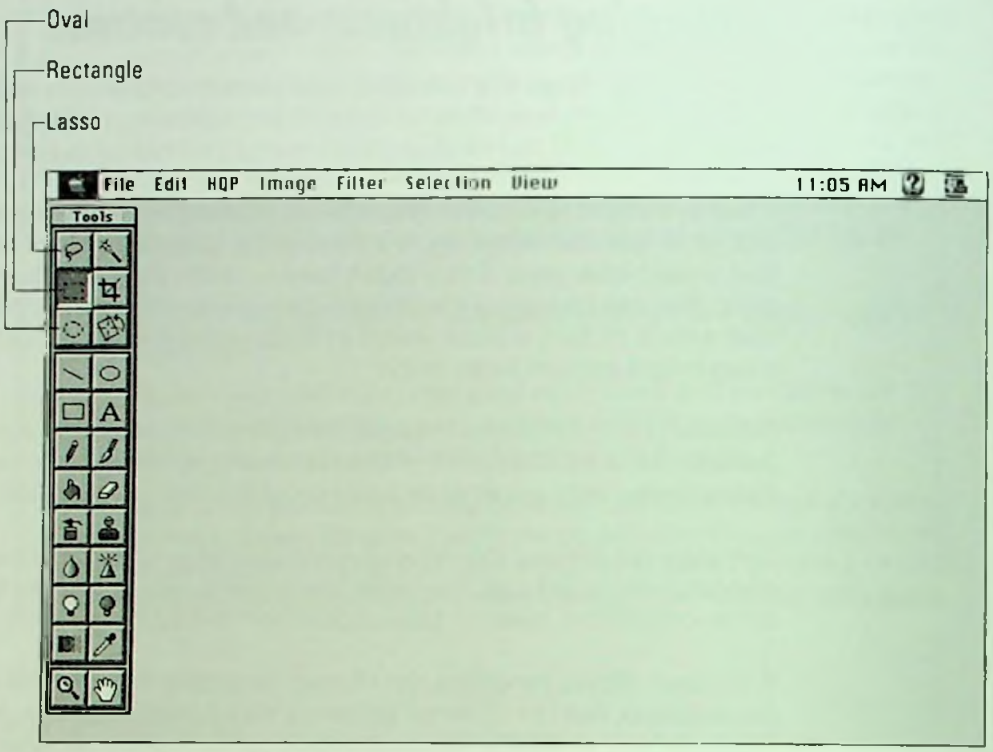


Figure 8-1: The PhotoFix toolbar appears and the menu bar changes, letting you know that the program is open.

4. **Press ⌘+A to select the entire photo.**

5. **Choose Image⇨Settings⇨Brightness/Contrast & RGB.**

   The Brightness/Contrast & RGB Corrections dialog box shown in Figure 8-2 appears on your screen.



Figure 8-2: The Brightness/Contrast & RGB Corrections dialog box.

6. **Click on Auto to let PhotoFix automatically correct the image.**

   The two pictures in the Image Corrections dialog box show your photo as it was and with the changes.

   If you don't like the changes, you can make your own changes by dragging the Red, Green, Blue, Brightness and Contrast sliders. The pictures will automatically change, letting you know what you've done.

7. **Click on OK to apply your changes to the picture.**

Using Adobe PhotoDeluxe

To change your photo in Adobe PhotoDeluxe, follow these steps:

1. **Double-click on the PhotoDeluxe icon to open it.**

   PhotoDeluxe opens (see Figure 8-3).

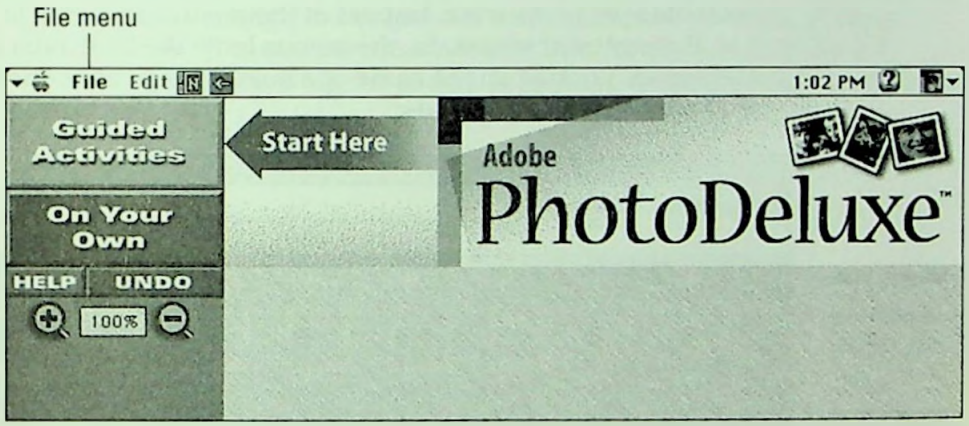


Figure 8-3: Adobe Photo Deluxe.

2. **Click on On Your Own from the main screen.**

   A new menu appears on the left side of the window.

3. **Click on Get Photo and then select the type of photo you want to use.**

   You can use a photo that you already have by clicking on Open File, or you can use one of the photos that Adobe includes with PhotoDeluxe by clicking on Get Sample Photo. Figure 8-4 shows those and the other Get Photo options.

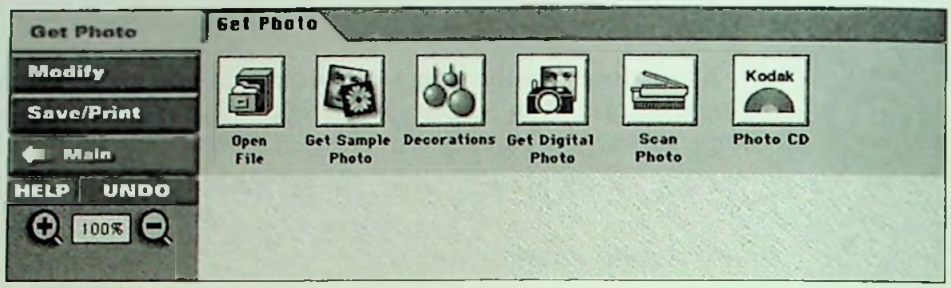


Figure 8-4: In PhotoDeluxe, you click on different buttons depending on the type of photo you're using.

4. Click on Modify.

As you can see in Figure 8-5, PhotoDeluxe works a little differently than most Mac programs work. Instead of the menu appearing in the menu bar, the way most menus do, the menus look like little tabs at the top of the screen. Clicking on the name of a menu brings up icons that represent all the menu commands.

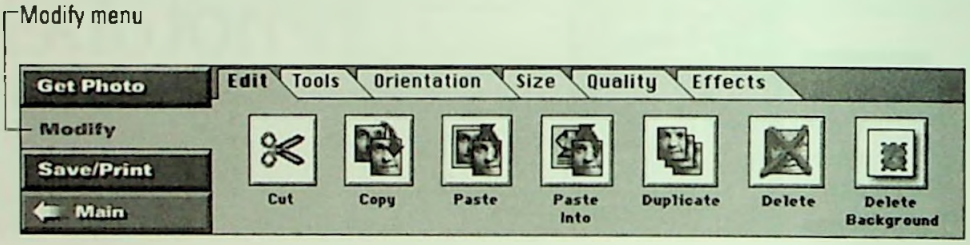


Figure 8-5: The Modify menu.

5. Click on Quality.

You can do a bunch of different things from the Quality menu shown in Figure 8-6.



Figure 8-6: The Quality menu.

- To improve the contrast of the photo, click on Instant Fix. Your photograph immediately changes as PhotoDeluxe automatically makes the darkest and lightest areas of your photo black and white. This change makes the contrast better.
- To change the colors, click on Hue/Saturation. A dialog box, like the one in Figure 8-7, appears with sliders for hue, saturation, and lightness. *Hue* means color, basically. Drag the slider under the Hue bar to change the colors of the photograph. *Saturation* refers to the strength or intensity of a color. Drag the slider under the Saturation bar to make your colors more or less saturated. (Colors with no saturation are gray.) *Lightness* means the darkness or lightness of a color. Drag this slider to change the shades of the colors.
- To change the way the colors work together, click on Color Balance. A dialog box appears, as shown in Figure 8-7, that lets you change the levels of different colors in the picture.
- To change the brightness and contrast of a picture, click on Brightness/Contrast. A dialog box like the one in Figure 8-7, appears. Drag the sliders to make your picture brighter or darker.

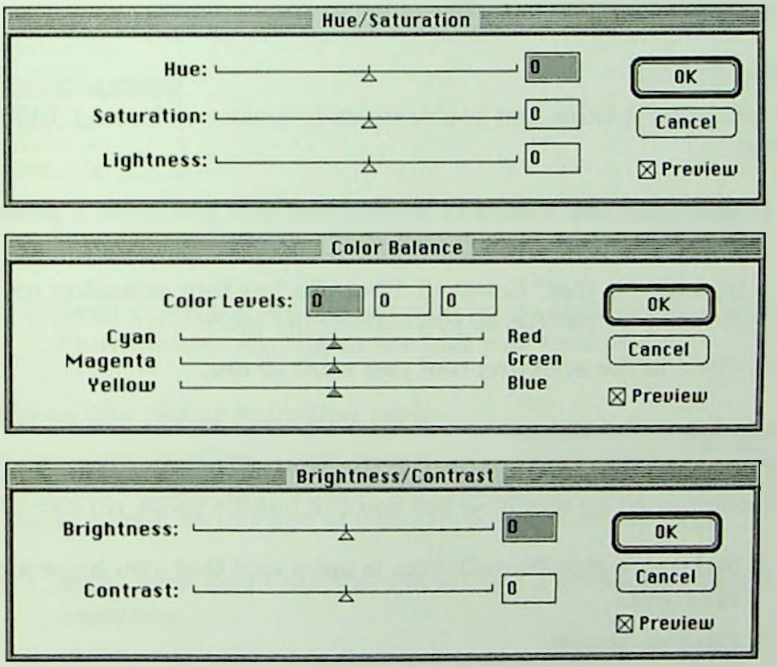


Figure 8-7: The three dialog boxes.

Making selections

If you're ready to do trickier stuff with your pictures, you need to master a few techniques. When you want to make changes to a picture, you usually don't want to change the entire picture. You have to *select* the portion of the picture that you want to change.

Every image-editing program offers more than one way to select areas of a photograph.

- The simplest tools are the shape tools that select an area in the shape of a rectangle, circle, or other shape.
- More complicated tools, such as the Lasso or Polygon tools, select areas that you define; Mac addicts call this type of selecting *free-form*.
- The Color Wand (or Magic Wand) selects all the connected areas of a specific color.

Getting ready to make a selection

PhotoFix and Adobe PhotoDeluxe have two very different ways of choosing the selection tools they offer. The PhotoFix method is really simple; the PhotoDeluxe method has a few more steps.

Using PhotoFix

To let PhotoFix know that you're ready to make a selection, follow these two steps:

1. **Make sure that PhotoFix is open and that you have a photo open onscreen.**

   How hard is that? Not at all. PhotoFix has four selection tools at the top of the Tools palette, as you can see in Figure 8-1.

2. **Click on the selection tool you want to use.**

Using Adobe PhotoDeluxe

The steps for letting Adobe PhotoDeluxe know that you're ready to make a selection aren't so simple — but you can handle them, no sweat!

1. **Make sure that PhotoDeluxe is open and that you have a photo open onscreen.**
2. **Click on Modify.**

   As shown in Figure 8-8, a new palette of options appears across the top of the screen, and on the left of the screen, the Select palette appears.

3. **Click on the name of the tool in the Select palette and hold down the mouse button.**



Figure 8-8: The Select palette appears on the left of the screen when you click on Modify.

A pop-up menu appears, giving you a list of tools to choose from, as you can see in Figure 8-9.

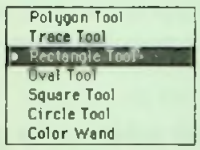


Figure 8-9: The select pop-up menu in Adobe PhotoDeluxe.

4. **Drag down (or up) the list, and let go of the mouse button when PhotoDeluxe highlights the tool you want to use.**

Using the shape selection tools

If you want to select a basic shape, you can use the Rectangular or Oval Selection tools in PhotoFix, or the Rectangle, Oval, Square, or Circle tools in PhotoDeluxe. To use one of those tools, follow these steps:

1. **Make sure that PhotoDeluxe is open and that you have a photo open onscreen.**
2. **Choose the selection tool you want to use.**

   In PhotoDeluxe, click on New in the Select palette.
3. **Click on your picture.**

4. **Hold down the mouse button and drag the cursor across your picture to select an area.**

   Each shape tool selects only the shapes that match it — in this case, a square (see Figure 8-10).

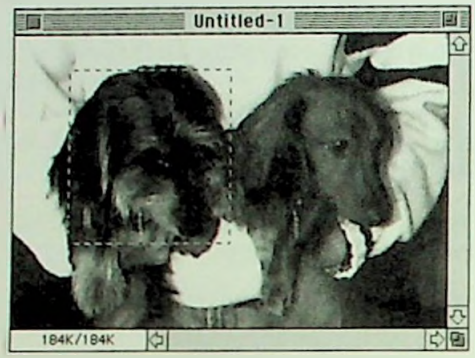


Figure 8-10: The dog doesn't seem to mind being square.

Using the free-form tools

The free-form tools (the Lasso, Polygon, or Trace tools) select areas that you define. For example, you use the Lasso tool or the Trace tool to draw a rough shape around a section of your photo, while you use the polygon tool to choose an area that's bordered by straight but irregular lines. To use these tools, follow these steps:

1. **Make sure that PhotoDeluxe is open and that you have a photo open onscreen.**
2. **Choose the selection tool you want to use.**
3. **Click on your picture, hold down the mouse button, and draw a line around the area you want to select.**

   If you're using the Lasso or Trace tools, just keep drawing until you've selected the area (see Figure 8-11).



Figure 8-11: The poor little thing is lassoed.

If you're using the Polygon tool, you have to draw a line, then click on your picture, draw a line, and then click until you've completed your shape. PhotoDeluxe puts a corner onto your shape every time you click (see Figure 8-12).

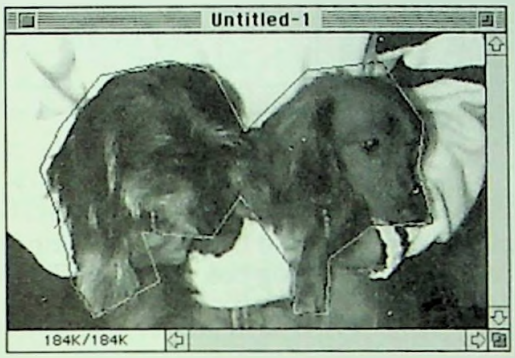


Figure 8-12: Your shape can have as many corners as you like.

Using the Color or Magic Wand

To use the Color or Magic Wand, pick it up, wave it in the air, say, "Abracadabra" and make a wish. The magic wand will make your wish come true — oops, wrong kind of magic wand. Sorry!

Unfortunately, the Magic Wand doesn't make wishes come true. Instead, it selects all the areas of the same color that are touching. For example, you can use the Magic Wand to select the background of your photo. Or you could use it select the shirt or the hair of a person in your picture. To use the Magic Wand, follow these steps:

1. **Make sure that PhotoDeluxe is open and that you have a photo open onscreen.**
2. **Choose the Magic Wand.**
3. **Click on the color you want to select.**

   In Figure 8-13, the Wand is in action.

If the Magic Wand doesn't select exactly what you wanted, either because it selected too much or not enough, you can adjust its sensitivity. Don't worry. It won't start getting mad at you for little things! Instead, the Magic Wand selects colors that are closer (or not so close) in color to the color you first picked.

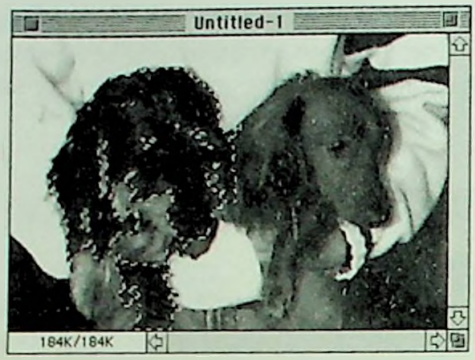


Figure 8-13: The Magic Wand isn't magical, but it is handy.

In PhotoFix, you can change the Magic Wand by double-clicking on its icon in the Tool palette. The Tools Settings dialog box shown in Figure 8-14 appears, with these options:

- **Tolerance:** The higher the tolerance level, the more colors the Magic Wand will select. When you set the tolerance to 100 percent, the Magic Wand selects all the colors in the picture — the whole picture, in other words!
- **Sensitivity to:** When you select Light instead of Color, PhotoFix selects the parts of the picture that have the same brightness instead of the same color.
- **Smooth:** If you want your selection area to have smooth edges, you can select the Smooth check box.

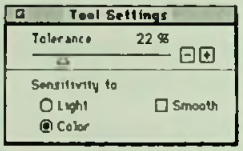


Figure 8-14: Tools Setting dialog box

In PhotoDeluxe, choose File➪Preferences➪Cursors to change the tolerance of the Magic Wand (see Figure 18-15). (Oddly enough, in this case, it's the real File menu shown in Figure 8-3 that you need to choose — the one in the menu bar.) Again, using a higher number selects more colors while using a lower number selects fewer colors.

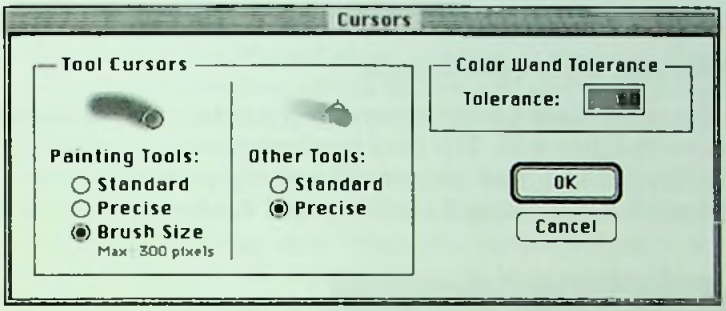


Figure 8-15: The PhotoDeluxe Cursors Preferences dialog box.

Selecting more than one area

In PhotoDeluxe, you can select more than one area of a picture by selecting an area and then clicking on Add in the Select palette. PhotoDeluxe remembers the area you first selected while you add another selection. Using this feature, you can select both eyes of a person in your photo, for example, or select all the areas of a color whether or not they're touching one another.

If you select too much, click on Reduce in the Select palette and then click on the areas you don't want to include.



Sometimes selecting the area you don't want to change is easier than selecting the area you do want to change. For example, selecting a solid background is easier than selecting a person. If you want to change the person, select the background and then click on Invert in the PhotoDeluxe Select palette to instantly change the selection so that the person is selected instead. Selecting in reverse is lots easier than trying to draw a free-form shape around the person.

Combining images

If you've ever made a collage, you've combined images. But on a Macintosh, you can combine images so that they look like they belong together. There's a lot to know about combining images, but it's easy to get started. Follow these steps:

1. **Open your image-editing software.**
2. **Open your first photograph.**
3. **Select the area you want to add to another photograph, using your new skills at making selections.**
4. **Press ⌘+C to copy your selection.**

5. **Close the photograph.**

6. **Open your second photograph.**

   In PhotoFix, draw a selection area in your second photograph, as shown in Figure 8-16. This area is where your copied photo will appear. (In PhotoDeluxe, your picture will just show up wherever it feels like, and you'll have to drag it around to put it where you want it.)

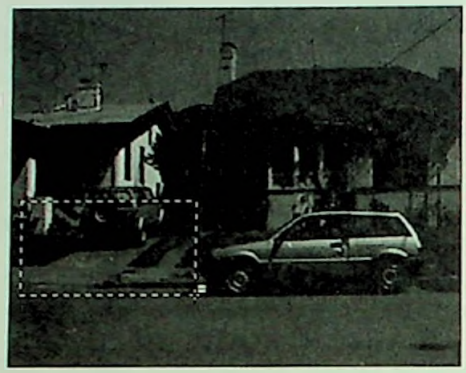


Figure 8-16: The dotted area indicates where the photo will appear.

7. **Press ⌘+V to paste your first photograph into the second photograph.**

   Your two pictures now are together, but you may have to do some editing to make them look good. In PhotoDeluxe, you can drag the first photograph around by clicking on it and moving the cursor while holding down the mouse button, placing your picture exactly where you want it to be (see Figure 8-17).



Figure 8-17: Your first photo appears on top of your second photo.



Using Copy and Paste to put two images together can be a lot of work. In PhotoDeluxe, copying and pasting is easier when you use the Hold Photo folder. To use this command, open your first image. Make any changes that you want to make. Click on Save/Print⇨Save⇨Hold Photo. PhotoDeluxe

stores your photo in the Hold Photo folder, and the Hold Photo bar appears on the left of the PhotoDeluxe window, as shown in Figure 8-18. When you're ready to add the first photo to a second photo, click on the Hold Photo bar. PhotoDeluxe adds the first photo to the second as a *layer* (see Figure 8-19).

You can use layers to stack pictures on top of one another. In PhotoDeluxe, you can use up to six layers at once. A layer is clear or transparent until you put something on it. When you put something on it, such as the dogs in Figure 8-19, only what you put on the layer shows up — the rest is invisible. When you place the first layer with an object and an invisible background on a second layer, the picture looks as if the object on the first layer is really part of the layer underneath. In Figure 8-19, the dogs look as if they're in the clouds.

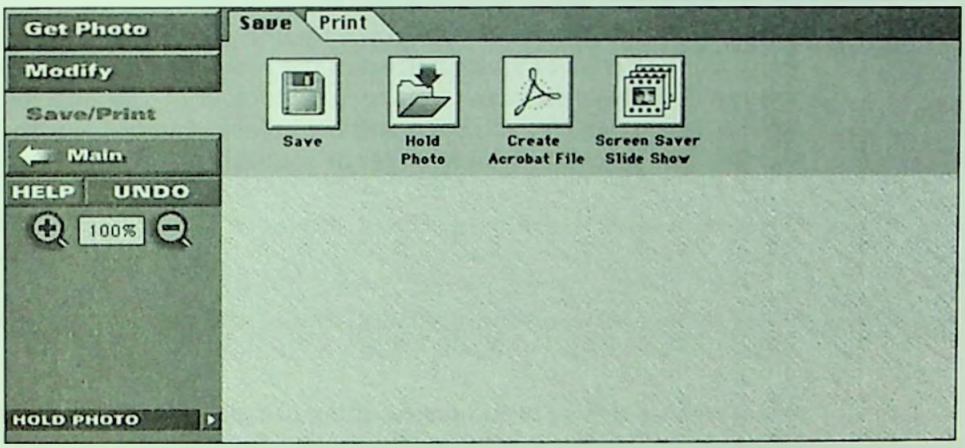


Figure 8-18: The Hold Photo bar appears on the left of the PhotoDeluxe window.

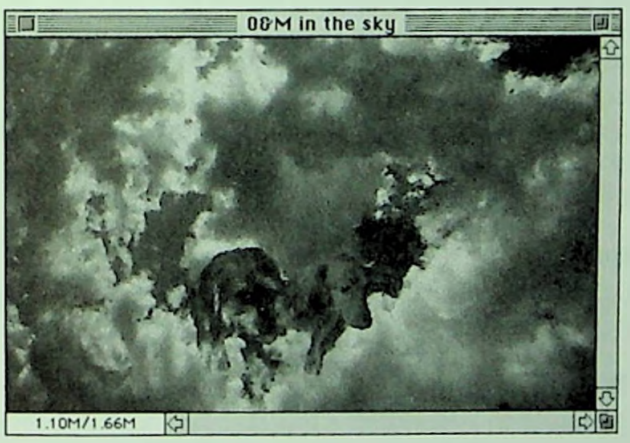


Figure 8-19: The dogs are a separate layer on top of the clouds.

As you experiment with image-editing software, you'll discover lots of tricks and techniques that will make your combined images look more and more realistic. You can

- Resize photographs so that two different-sized photos fit together
- Feather the edges of selections so that they softly fade into another photo instead of standing out
- Duplicate, flip, and rotate selections so that they're placed exactly where you want them

Specializing in Special Effects

You also can add special effects to your paintings. These special effects aren't like monsters or space battles in the movies. Instead, they're things you can do to your pictures to make them look cool and different. Some special effects tools let you twist and turn pieces of your photographs so that you can make a face look longer or rounder or totally distorted.

One kind of special effect is a filter. If you know what a real-life filter is, you probably have an idea of what a computer filter is. In real-life, you pour something such as sand and rocks through a filter, and the filter lets some stuff through (sand, for example) and holds other stuff (rocks) back. Whatever you've filtered is different when you're done with it.

When you use a filter in an image-editing program, the filter takes your picture — or a piece of your picture — and does something to it. It might blur it, or sharpen its edges, or make it look like a painting instead of a photograph. You can find tons of different filters for use with image-editing programs. Using filters is remarkably easy — and really fun.



The demo version of PhotoFix included on the CD doesn't come with filters, but if you buy the real version, you get a few filters with it. You can also buy more filters from lots of different companies. In PhotoDeluxe, you can apply filters by following these steps:

1. **Open PhotoDeluxe.**
2. **Click on On Your Own⇨Get Photo⇨Open File and select the photo you want to use from the Open dialog box.**
3. **Click on Modify.**
4. **Click on Effects.**

   You then see a new list of options across the top of the screen, as shown in Figure 8-20. These are the effects that you can apply in PhotoDeluxe. The last icon is labeled Special Effects; it brings up a menu containing even more options.

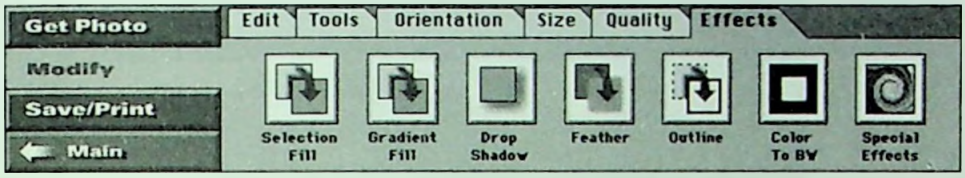


Figure 8-20: The PhotoDeluxe Effects menu.

5. **Click on Special Effects.**

   The menus across the top of the screen change yet again — this time they are Artistic, Fun, Blur, Cool, and Done.

6. **Click on one of these buttons to see your options.**

   In Figure 8-21, the Artistic icons are Crystallize, Find Edges, Mezzotint, Mosaic, Pointillize, and Posterize.

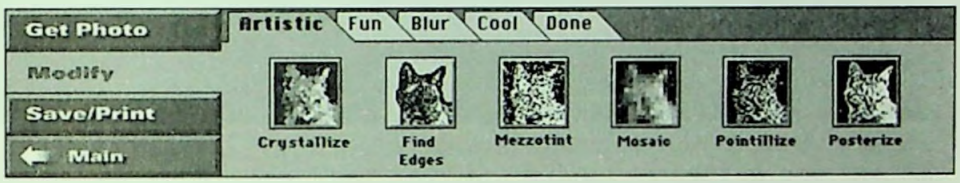


Figure 8-21: The PhotoDeluxe Artistic menu.

7. **Click on an icon to apply that filter to your photograph.**

   PhotoDeluxe changes your photograph.

Mushing, munching, and otherwise manipulating

You can use filters to distort pieces of your photographs. In PhotoDeluxe, for example, you can select a person and then use the Pinch filter to shrink them down a little bit. Most moms like this filter a lot! Or you could use the Sphere filter to make a picture of a person look a little rounder. Your mom's probably not going to be wild about this one.

Kai's Power Goo is software that turns pictures to liquid (well, imaginary liquid). You use the Goo brushes to smear your picture around, as if it were made of water. When used with pictures of faces, Kai's Power Goo is lots of fun. You can distort the faces in ways you probably never even imagined. Figures 8-22 and 8-23 show Before and After shots that no fashion magazine is going to print!

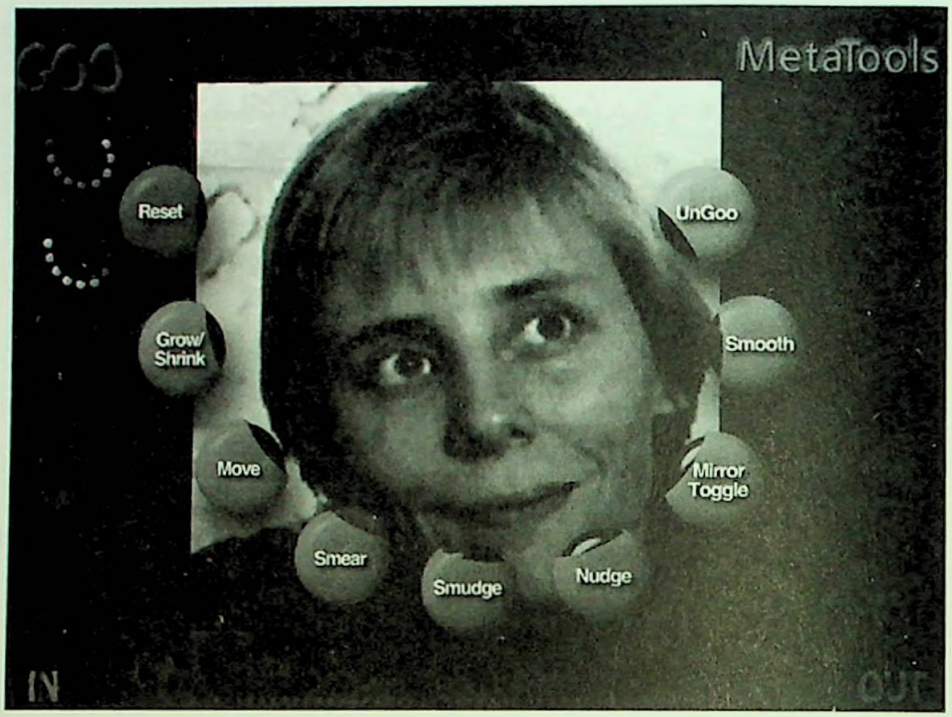


Figure 8-22: This picture isn't too bad.



Figure 8-23: After Goo-ing, this picture is more like a picture of a space alien!

Chapter 9

The Power of the Press: Desktop Publishing

In This Chapter

- Figuring Out Fonts
- Adding Style
- Spacing Out — Leading, Kerning, and Other Weird Words
- Having Fun with Publishing

The difference between writing and publishing isn't the words you use or the way you use them — the difference has to do with layout. Layout's not a move in basketball (that's a *lay-up*). Instead, *layout* is the art of placing things — text, illustrations, and photographs — on a page in an appealing way.

Software designed for publishing is known as *page-layout* software. The biggest, most popular, most well-known, and best page-layout programs are Adobe PageMaker and QuarkXPress. They each cost several hundred dollars and can do all sorts of fascinating things, such as create four-color separations. (If four-color separations sound fascinating to you, you're reading the wrong book — you need to read *QuarkXPress For Super Experts* or some other geeky book.)

But you don't need page-layout software to become a desktop publisher. All you need is software that lets you create attractive pages by mixing elements such as pictures or text. You can use a word-processing program or a specialized kid's program such as Print Shop Deluxe, plus a few design tips, to make beautiful pages in all kinds of forms, from newsletters to cards and invitations.

Figuring Out Fonts

Take a look at Figure 9-1. If you had to describe it, you'd probably say that it shows the same sentence five times. But how would you describe the differences between the sentences?

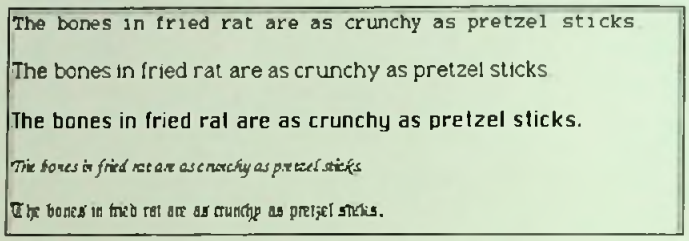


Figure 9-1: These five sentences use five different fonts to say the same gross thing.

Each sentence is in a different font. A *font* (also known as a typeface) is a group of characters — letters, numbers and punctuation, usually. In most fonts, the characters look somewhat alike. For example, all the characters in the Old English font (the last font shown in Figure 9-1) have extra lines and curves, while all the characters in the Courier font (the first font shown in Figure 9-1) are very plain. Using different fonts in your documents is easy. Follow these steps:

1. **Double-click on your word-processing program icon to open it.**

   If you have ClarisWorks, for example, double-click on the icon, and the ClarisWorks menu appears (see Figure 9-2).

2. **Open a blank document.**

   In ClarisWorks, double-click on Word Processing, and a blank ClarisWorks document opens.

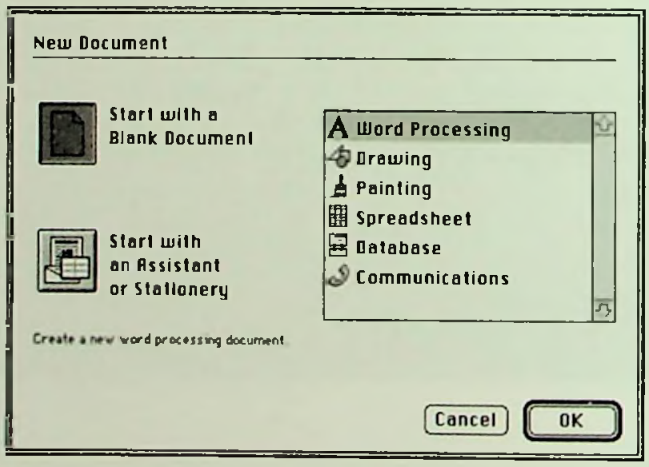


Figure 9-2: The ClarisWorks menu.

3. **Write something — it doesn't matter what, but type a whole sentence.**
4. **Click three times anywhere in your sentence to select the sentence.**

   The sentence is highlighted, as shown in Figure 9-3.

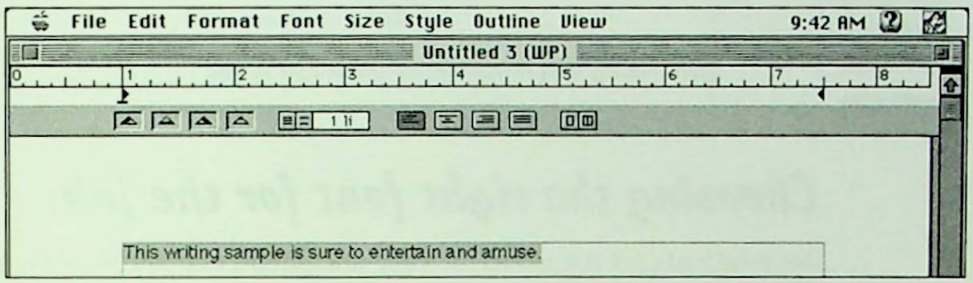


Figure 9-3: The highlight shows that the sentence is selected.

5. **Click on the Font menu (as shown in Figure 9-4), drag the cursor until it's over the name of the font you want to use, and then let go of the mouse button.**

   The selected sentence changes to the font you chose, as shown in Figure 9-5. Try out a bunch of different fonts to see what they look like.



The term *dragging* means moving the cursor while holding down the mouse button.



Figure 9-4: The Font menu.

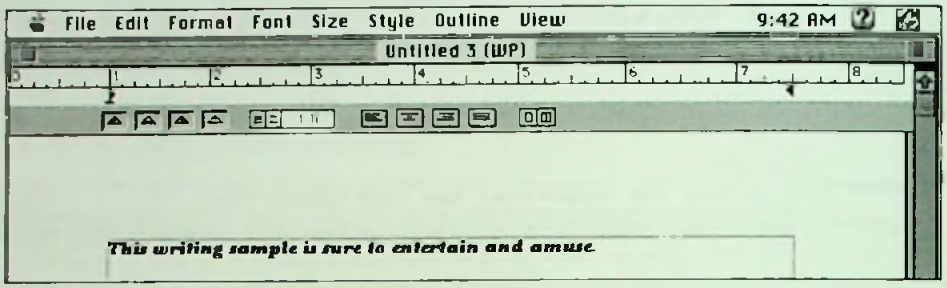


Figure 9-5: What a difference a little font can make.

Choosing the right font for the job

Because fonts set the mood for your document, choosing the right font is an important part of publishing. Figure 9-6 shows the same sentence in three fonts. If one of these sentences appeared on the first page of a card from a friend, you'd probably have an idea about what the celebration — even before you opened the card. The first sentence might appear on an invitation to a birthday party; the second might be on an invitation to a more formal party, and the third would probably appear on an invitation to a school graduation party.

Selecting text is a piece of cake

Most word-processing programs have more than one way to select text.

- You can press ⌘+A to select all the text.
- You can select any text by placing the cursor on the first letter of the first word you want to select, pressing and holding down the mouse button, dragging the cursor across all the letters you want to select, and then letting go of the mouse button.
- You can double-click, and your Mac selects the word on which the cursor is located.
- You can triple-click, and your Mac selects the line or the whole paragraph.
- If the Mac selected just the line when you triple-clicked, then click four times — I guess we can call it quadruple-clicking — and the Mac selects the whole paragraph.

Fortunately, nothing happens when you click five times — quintuple-clicking sounds ridiculous!

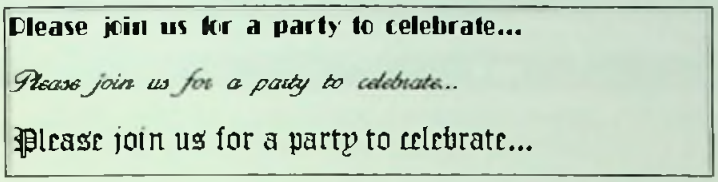


Figure 9-6: Choosing the right font determines the tone of your document before you even start writing.

Sizing up fonts

Fonts come in different sizes, measured in *points*. A 10-point font is tiny, while a 24-point font is large. Just like newspapers and magazines do, you can use a smaller type size for the main body of your text and a larger point size for headlines. In most programs, you change the size of the font by selecting different point sizes (9, 10, and so on) from the Font menu.

Calling in the serifs

Fonts come in two main types: serif and sans serif. *Serif types* have little extra lines on many of their letters; *sans serif types* don't.

Take a look at Figure 9-7. The top font is New York, a serif typeface, while the bottom is Geneva, a sans serif typeface. Notice how the *L* in the New York font has extra lines on the top, the bottom, and the right edge? Those are serifs.



A basic principle of good page-layout is KISS — *Keep It Simple, Smartie.* Using too many fonts makes your documents confusing and complicated-looking. A good rule of thumb is to use one serif typeface for the main text and one sans serif typeface for your headlines. Use variations on the fonts — bold or italics — to add interest.

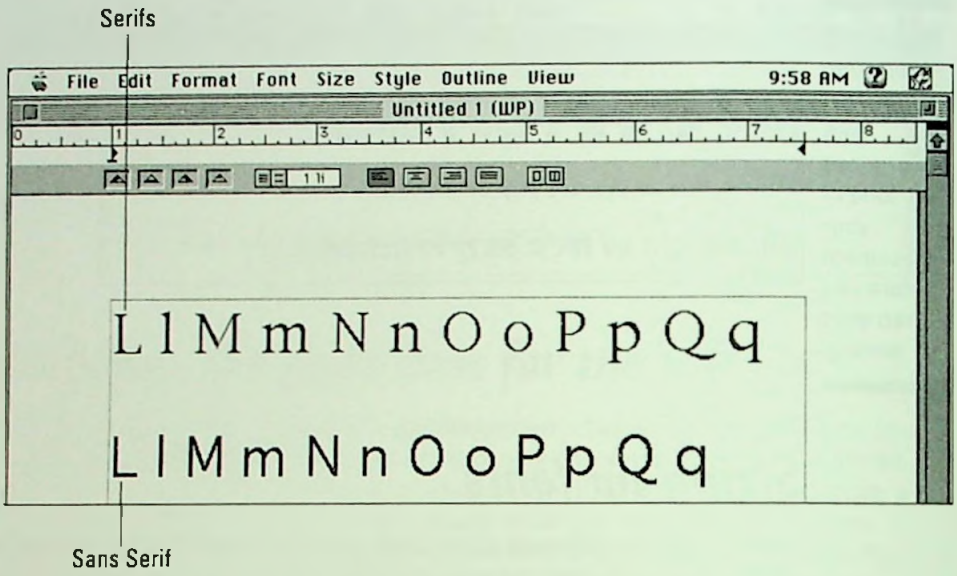


Figure 9-7: Serif typefaces have little extra lines on most of their letters.

Adding Style

You can add emphasis to your documents by changing the styles of the text. Some examples are

- **Bold.** Using the Bold command darkens your text, like this: **This sentence is in Bold.**
- **Italic.** Italicized text is text that's leaning over, like this: *This sentence is in italics.*
- **Underline.** You can probably guess what underlined text looks like, but I'll show you anyway: This sentence is underlined.

  Underlining originally was an easy way to add emphasis when using a typewriter because typewriters couldn't print text in italics or bold. But underlining is kind of ugly and since you have better options for adding emphasis, underlining is a style to avoid.
- **Small Caps.** Small Caps print text in capital letters that are smaller than your font's usual capitals. Here's how Small Caps looks: THIS IS A SENTENCE IN SMALL CAPS. Notice that the *T* in *The* and the *S* and the *C* in *Small Caps* are just a little bit bigger than the rest of the text. That's because they're real capital letters.



Spacing Out — Leading, Kerning and Other Weird Words

Professional publishers pay a lot of attention to the spacing of text in their documents. It seems minor, but it can make a big difference in the overall impression that a published document creates. For example, if the text is toocloseto gether, the document can feel crowded.

Line spacing

Leading (rhymes with *sledding*) is the spacing of the lines. The basic options that most folks know about are single or double-spaced, but a Macintosh has an almost infinite number of variations.

Different programs have different ways of changing the leading of sentences, but most of the main word-processing programs include this feature in one way or another. To change the leading of a sentence in ClarisWorks, follow these steps:

1. **Type a paragraph — of at least three or four lines of text. You can see a paragraph in Figure 9-8.**
2. **Press ⌘+A to select all the text.**
3. **Find the line spacing option and change the line spacing.**

   In ClarisWorks, click on one of the line spacing buttons, and the spacing of the lines changes, as shown in Figure 9-9.

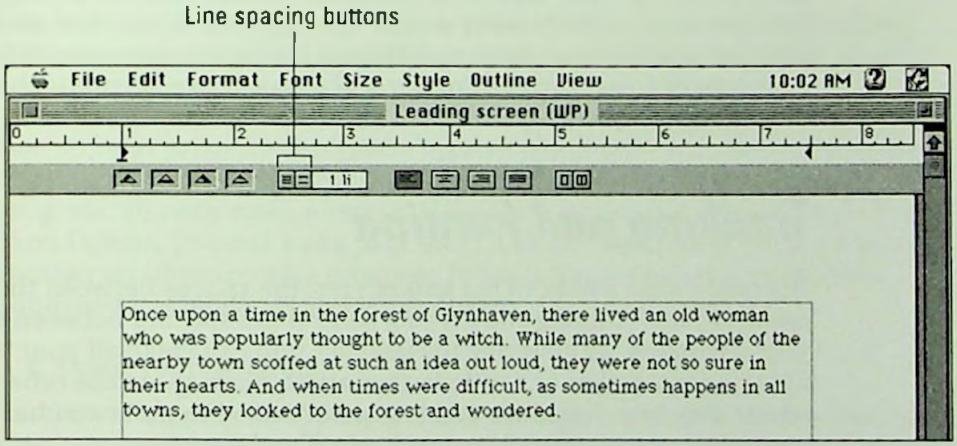


Figure 9-8: The work of a Shakespeare wanna-be.

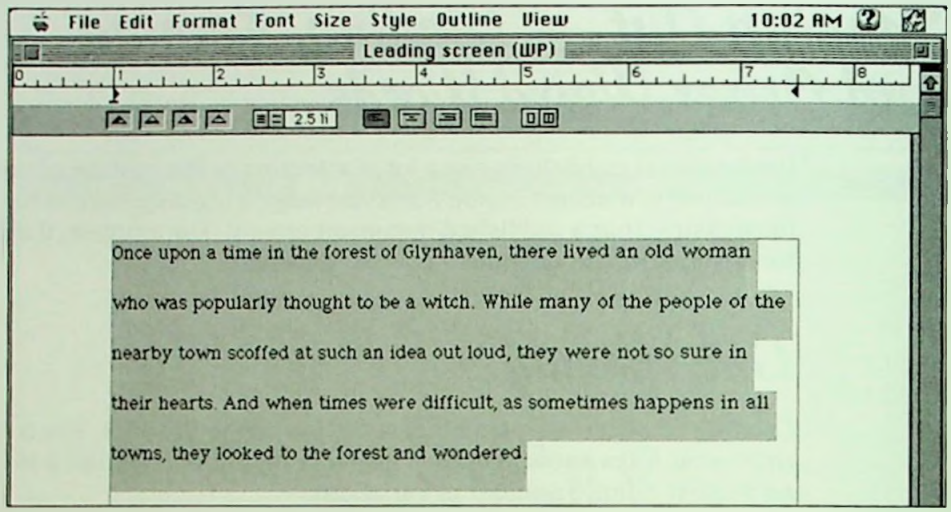


Figure 9-9: The line spacing button changes the leading of the text.



You've probably guessed this by now, but minor adjustments in leading can have a big affect on the length of your document. In other words, a two-page paper that's a little short can quickly get a little longer by making a slight increase in the amount of leading. But don't tell your teacher I told you so. And don't get carried away — big increases in leading look pretty obvious!

Character spacing

One of the big differences between using a Macintosh to type and using a typewriter is that a typewriter writes only in one font. A typewriter's font is usually *monospaced*. With a monospaced font, every letter is exactly the same width. But on a Mac, most fonts have letters that are exactly the width that they need to be. In other words, on a typewriter, an *i* and an *o* take the same amount of room, while on a Mac an *i* is narrow and an *o* is wide. Monospaced fonts, such as Courier and Monaco, are surprisingly ugly; avoid them whenever possible.

Tracking and kerning

Not only do the widths of the letters vary, the spaces between the letters can also vary. Tracking and kerning control the spacing between letters on your document. By changing the *tracking*, you can make all your letters a little closer together or a little farther apart. *Kerning*, on the other hand, affects only two characters and is generally used to pull two characters — most often one a capital letter such as a *T* and the other a lowercase

letter — closer together. But tracking and kerning are very specialized, and you probably won't want to bother with them until you're an expert desktop publisher.



You can have students work together in small groups to create newsletters on an appropriate theme, such as Earth Day, Election Day, or any scientific, social, or cultural topic. If the class is studying a foreign language, you can use a newsletter assignment to give your students an opportunity to practice writing and reading the language.

Having Fun with Publishing

You can do lots of cool things with desktop publishing. Take a look at a newspaper or magazine. The pages mix pictures and words, with headlines and subheads: You can do the same thing to create your own magazine or newspaper.

Of course, writing your own magazine or newspaper may not be high on your list of fun things to do. In fact, if you don't like to write, writing could be right up there with cleaning your room and visiting relatives — the ones who pinch your cheeks and talk about how much you've grown. Does that mean that desktop publishing's not for you? Nope, not at all.

You can use your desktop publishing skills to make cards, invitations, signs, banners — nearly anything that mixes pictures and text.

Getting started



Lots of basic desktop-publishing programs use templates to make creating documents easy for you. Templates are documents that are already all set up — all you have to do is add your own words and pictures.

One popular program that has templates you can use to make cards, invitations, and signs is Print Shop Deluxe, from Brøderbund. If you have this program, you can make all sorts of fun stuff. But even if you don't have Print Shop Deluxe, you can make your own cards and signs using ClarisWorks or another word-processing program. To use a template to make a desktop-published document, follow these steps:

1. **Open your program.**

   If you're using Print Shop Deluxe, you then see a set of options that look like those in Figure 9-10.

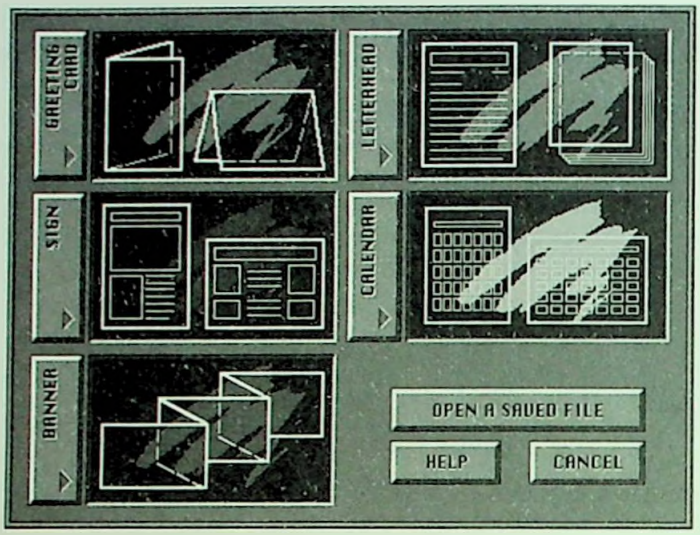


Figure 9-10: Print Shop Deluxe.

2. Click on one of the buttons to choose a project.

In Print Shop Deluxe, if you choose Card, you then see something like Figure 9-11. On this screen, you choose a basic card template.

If you're using ClarisWorks, click on the Start With An Assistant or Stationary button. ClarisWorks has templates (but it calls them assistants or stationary) for all sorts of projects — newsletters, certificates, to-do lists, presentations, and so on.

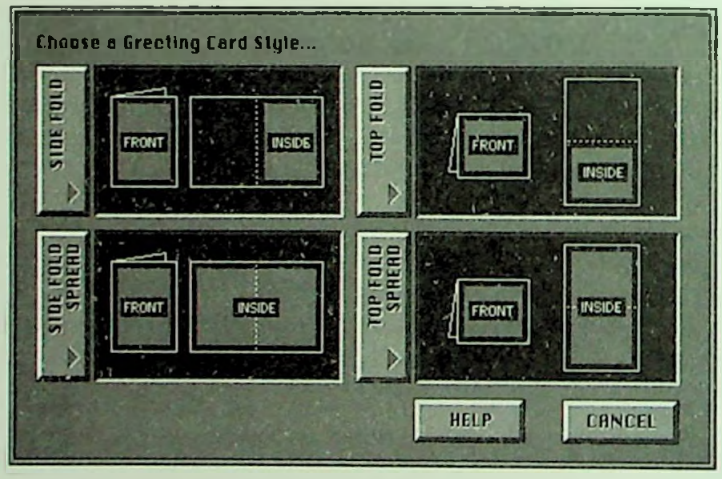


Figure 9-11: The Card options.

Choosing a template

Choosing a template sounds really simple, but if you're following along in your software, you've probably realized that it's not! No matter what program you use, you have to make lots of choices about the style and formatting of your document before you can use the template. After you make up your mind how you want your document to look, choosing the template is easy. Just follow these steps in Print Shop Deluxe:

1. **Choose a style.**

   After you make a choice from the screen shown in Figure 9-11, you see a screen that looks like Figure 9-12. This dialog box lets you select a background for your card.

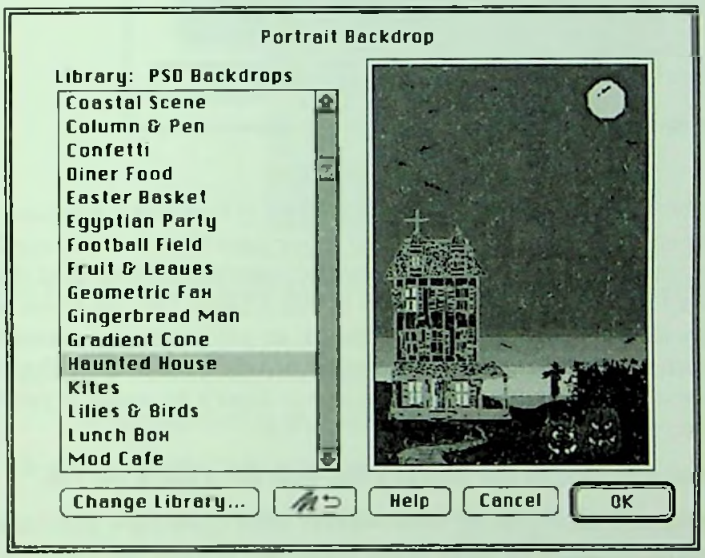


Figure 9-12: You select the background of your card from this dialog box.

2. **Click on a background from the list at the left and then click on OK.**

   The dialog box shown in Figure 9-13 then appears, in which you choose where your text and any pictures you want to add will go on the page.

   See those funny-looking gray boxes in Figure 9-13? In desktop publishing, the words you write don't follow one after another the way they do in a paper or a letter. Instead the words or pictures are spaced around the page. They're in different boxes (or frames). These boxes aren't like cardboard boxes; they're more like invisible squares. You can see them while you create your project, but they won't show up on your finished card. Only the words you type will appear when you're done.

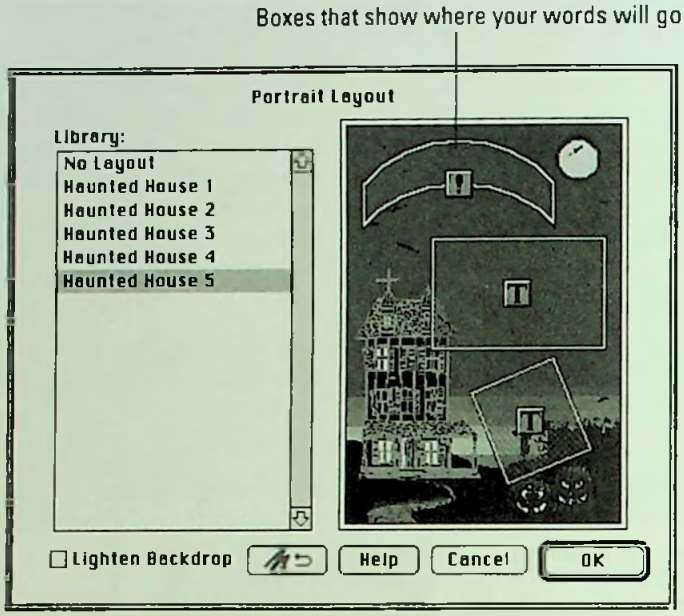


Figure 9-13: The Portrait Layout dialog box.

No matter what layout you're looking at, it has a fair amount of space between the different boxes. That's because the closer together you put different elements, the more crowded your page feels and the more difficult it is to read. The makers of Print Shop Deluxe have left lots of empty areas — known, oddly enough, as *white space* — around all the elements to make reading fun, not a chore! (Notice that the pages of this book have plenty of white space — that's to make it more fun for you to read!)

3. **Choose a layout in the Library list and then click on OK.**

   Aha! We're finally getting somewhere. Your card now appears on a blank page with a palette of tools in the upper left corner (see Figure 9-14). You can now add words to your card, and make any changes that you feel like making to the background.

Adding words and other stuff

In any program, your boxes or frames can contain lots of different stuff: pictures, headlines, words — pretty much anything you feel like putting in them. But each different thing goes in a different type of box. A picture goes in a picture box; words go in a text box; and sometimes headlines go in a headline box. And, of course, you have to do slightly different things depending on the type of box you're putting stuff in. But the basic steps are pretty much the same. To fill a box in Print Shop Deluxe, follow these steps:

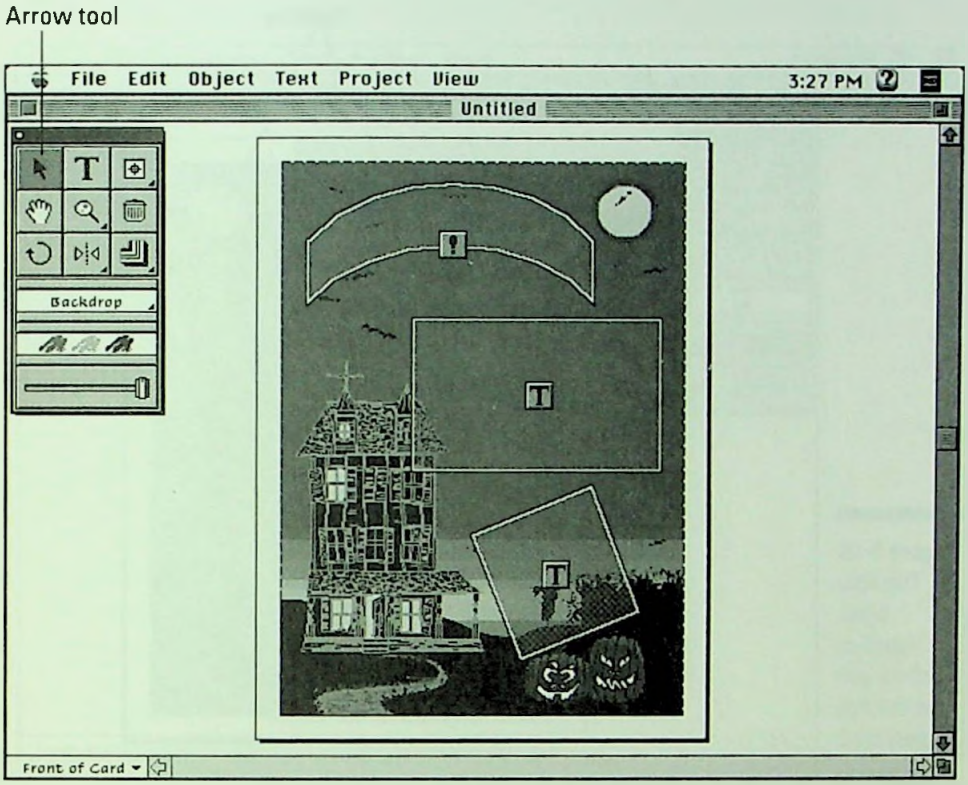


Figure 9-14: You can now personalize your card.

1. **Click on the Arrow tool in the Tool palette.**

   The Arrow tool is the one in the upper left corner.

2. **Click on the box you want to fill.**

   As you can see in Figure 9-15, little black squares appear at the corners of the box. These squares, called *handles*, let you know that the box is selected. You can now change the shape of the box, move it around, or otherwise rearrange it if you wanted to.

3. **Double-click on the box.**

   Depending on the type of box you chose when you chose the layout in the preceding steps, you get different results.

   - If you chose a text box (marked with a T), your gray box disappears, leaving a white box with a blinking cursor in its place, as in Figure 9-16. If you start typing, your words appear in the box.
   - If you chose a headline box, marked with an exclamation point, you see a dialog box like the one in Figure 9-17, that lets you choose a font and style for your headline. Make sure to check out the special effects by dragging the slider bar underneath the Effects box. They're really cool!

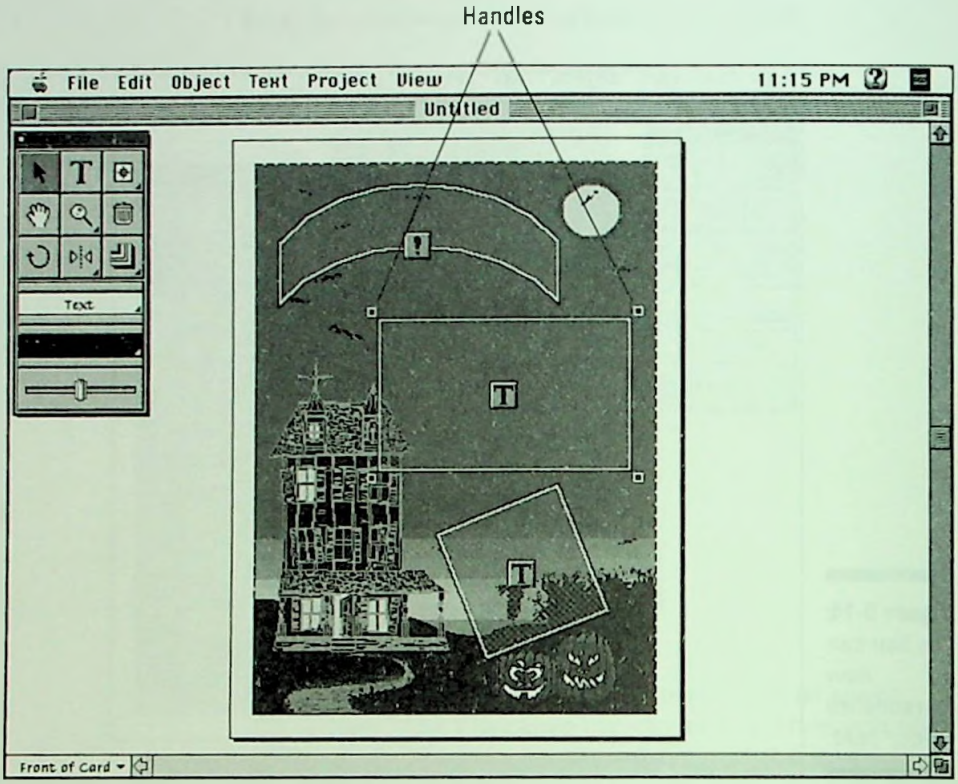


Figure 9-15: The little black handles show you that the box is selected.

- And if you choose a picture box, marked with a little teddy bear face (and not shown in the figures), you see a dialog box like the one in Figure 9-18.

Obviously, in each case, you select slightly different options. But whatever you chose to do, when you click on the OK button or press Return, your words or pictures appear on your document.

By putting your own words and pictures into all the boxes on your template, you can create a great greeting card, invitation — or any kind of project!

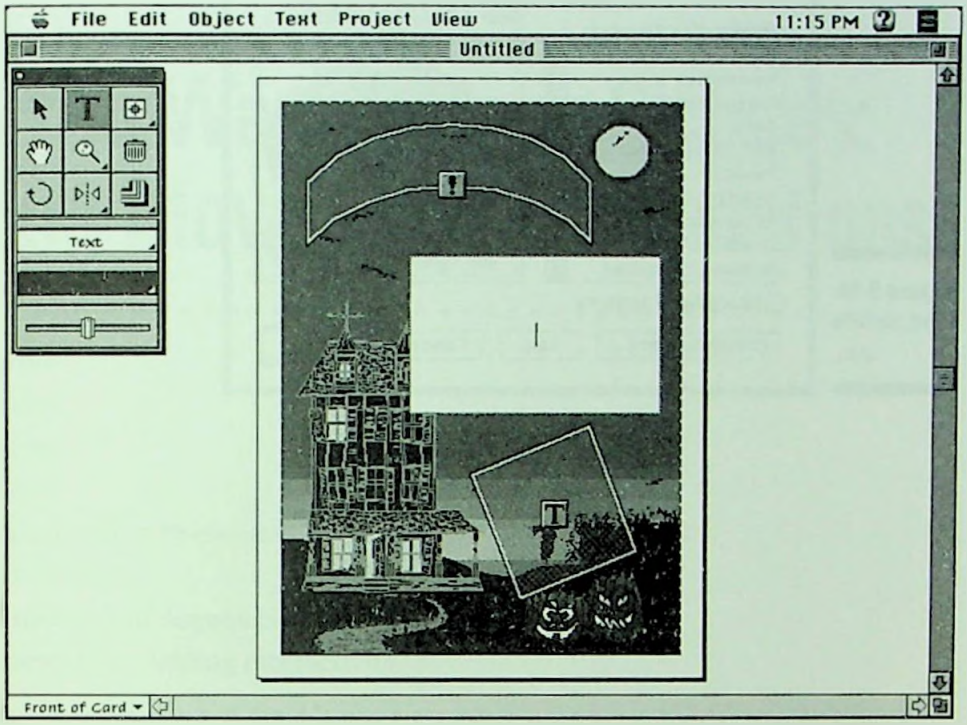


Figure 9-16: A text box.

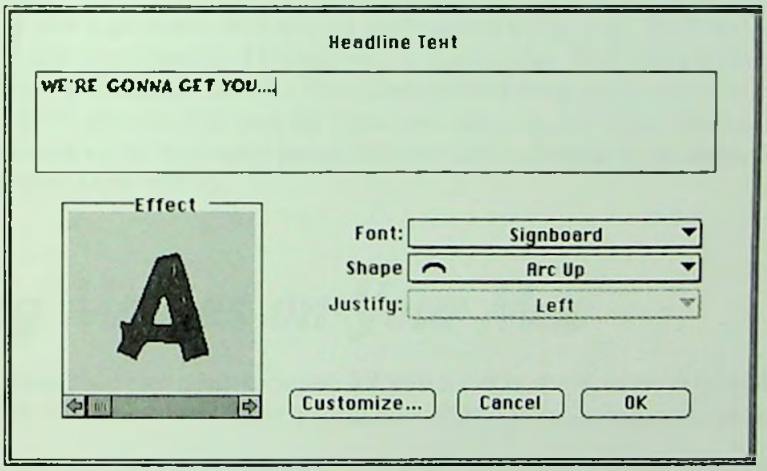


Figure 9-17: The Headline Text dialog box.

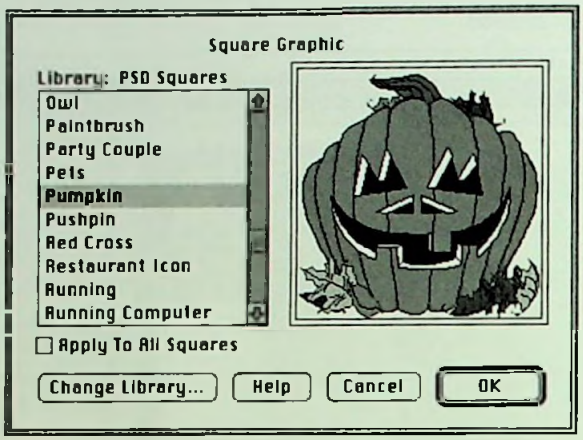


Figure 9-18: The picture box.

Chapter 10

So You Want to Be in Pictures: Making Movies and Presentations

In This Chapter

- Playing Movies
- Making Movies
- Editing Movies
- Creating a Multimedia Presentation
- Starting with Scenes
- Merging Scenes in the Sequencer
- Taking the next step: Adding interactivity

Take a picture. Add sound, and maybe some text. What do you get? You get *multimedia*. The real-world equivalent of multimedia is film-making. When producers make a film, they record sound and video to create movies and TV shows. You can do that, too. You can use your Mac to create movies — or to create presentations that mix sound, pictures, text, and maybe even video.

Playing Movies on Your Mac

Every Mac can play movies. All you need is the system extension known as QuickTime — well, QuickTime and all the pieces that come with it!

QuickTime is in your Extensions folder inside your System Folder. QuickTime lets you play digital movies by saving each movie frame as a separate image and then playing them in sequence — just like old-fashioned film or videotape.

The pieces that come with QuickTime include



- ___ **QuickTime PowerPlug.** This extension lets QuickTime run on PowerPC machines. It takes up extra memory in your System, but if you have a Power Mac, you gotta have QuickTime PowerPlug.
- ___ **QuickTime Musical Instruments.** This program contains instrument samples that let your Mac play MIDI files.
- ___ **Apple Multimedia Tuner.** This little program fixes some problems with QuickTime 2.0. The program automatically checks to see whether it's needed before it runs: if it's not needed, it doesn't do anything.

Make sure these extensions are in your Extensions folder inside your System Folder, and you're set!



To see whether you have QuickTime, double-click on your System Folder, and then double-click on the Extensions folder. Scroll down the window to look for the files listed above. If you don't have them, you need to upgrade your system. QuickTime and all its extensions comes with System 7.5.

You also need a program that lets you play QuickTime movies. Fortunately, that kind of program is easy to find. Most new Mac programs, including the SimpleText program that Apple includes on every new machine sold, can play QuickTime movies. All you need to do is open the movie, using either one of these two methods:

- ✔ Double-click on the filename of the movie you want to see and then let your Mac decide which program to use.
- ✔ Start a movie-viewing program and choose File⇨Open to open the movie.

No matter what program you use, you see a QuickTime window with the same set of basic tools. Figure 10-1 shows you what we mean.

The QuickTime controls are pretty easy to understand. If you can use a VCR, you can use QuickTime. And even if you can't use a VCR, you can probably use QuickTime! These are the controls and how they work:

Use This Control	*This Way*
Volume Control	Click on the Volume Control and hold down the mouse button to change the loudness of the movie's soundtrack.
Play/Pause button	Click the Play/Pause button to start or stop the movie.
Frame Slider	Drag the slider, the little tab in the bar under the movie, to move quickly from one part of the movie to another.

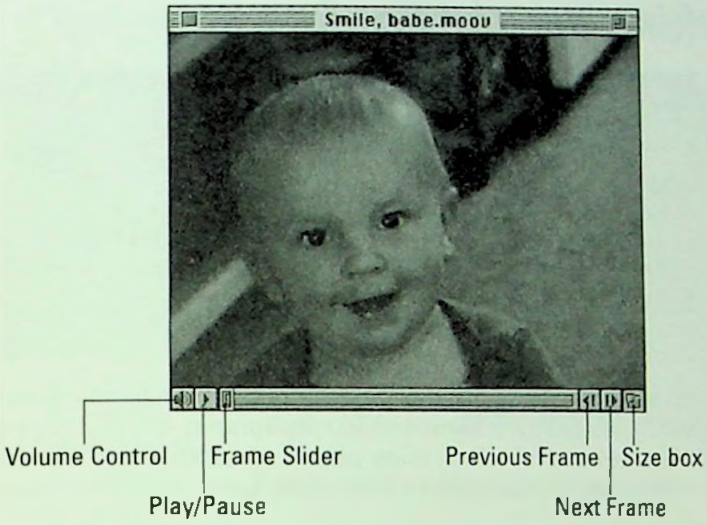


Figure 10-1: Smile, babe: Trying to catch a one-year old smiling sure is a lot easier when you use a camcorder!

Use This Control	*This Way*
Previous Frame	Click the Previous Frame button to move one frame — or a single picture in the movie — backwards.
Next Frame	Click the Next Frame button to — you got it! — move one picture forward in the movie.
Size box	Drag the Size box to change the size of the movie. (When you hold down the Option key while you drag the Size box to the right, the movie automatically gets twice as large, or, if you drag to the left, twice as small.)



Randomly double-clicking on items on a Mac can do some interesting things. In the case of QuickTime movies, double-clicking on the movie itself starts the movie running. Or, if the movie's already running, double-clicking on it stops it. Since the movie's a lot bigger than the little Play/Pause button, double clicking on the movie is a handy way to control it.

Those simple instructions cover everything you need to know about playing QuickTime movies. We told you using it's easy.

Making Movies on Your Mac

Of course, just as making movies in the real world is more complicated than playing movies, making movies on your Mac is tougher than playing them. You need a director, actors and actresses, a script, costumes — well, okay, you don't really need any of that. But you do need some special equipment.

Checking out the hardware

When you want to make your own movies, you have three hardware options:

- Buy a Mac that has built-in digitizing hardware.
- Add a digitizing board to your Mac.
- Get a Connectix QuickCam. A QuickCam is a round camera, a little smaller than a tennis ball, that plugs into the modem port of a Mac. You can get a Color QuickCam for around $200 and a black-and-white version for less than $100.

Of course, if you get video-digitizing equipment (whether built-in or added to your Mac), you also need some video equipment — such as a camcorder or a VCR. You can use a VCR to copy pieces of movies or TV shows to your Mac, but obviously, a camcorder's a lot more fun — and a lot more expensive.

If you've convinced your parents that you desperately need a new computer, getting a fully equipped Mac is for you. Otherwise, we recommend a QuickCam. It's video isn't anything like the quality of a feature-length film, but it's cheap and easy.



One final thing you need is disk space — lots of it. QuickTime movies take up huge, enormous, gigantic quantities of disk space.

Scoping out the software

Your digitizing equipment — whether it's your Mac itself, a board that you've added, or a QuickCam — comes with software that lets you record movies. You can find many different programs for recording movies, but one of the most common is Apple Video Player shown in Figure 10-2 (it comes with digitizing-capable Macs). The other programs are similar; once you know how to use the Apple Video Player, the others are easy to figure out.

Recording a movie

To record a movie, follow these steps:

1. **Plug your video source (either your camcorder, your VCR, your TV, or your QuickCam) into the appropriate spot (either the Video-In jacks in the back of the Mac if your Mac uses a digitizing board or your modem port if you're using a QuickCam).**

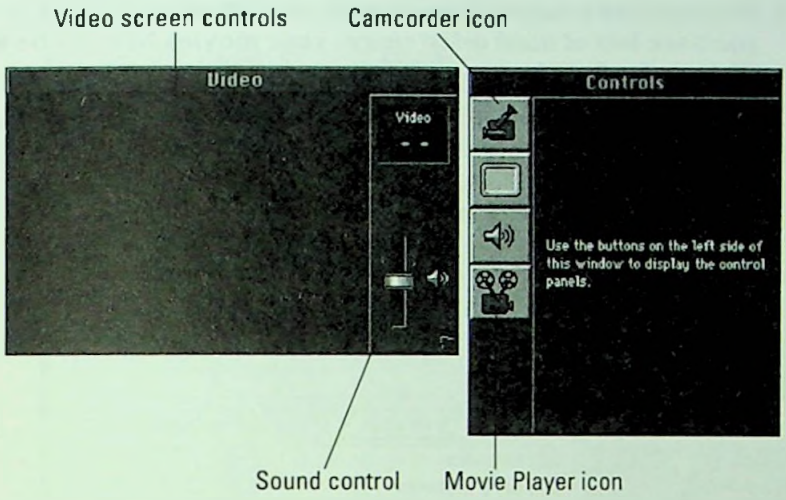


Figure 10-2: The Video Screen and the Controls Window in Video Player.

2. **Start playing your video source. (If it's a camcorder, VCR or TV. If it's a QuickCam, it's smart enough to start playing itself.)**
3. **Make sure that the Controls Window shown in Figure 10-2 is visible. (If it's not, choose Windows⇨Show Controls Window.)**
4. **Click on the Camcorder icon in the upper left of the Controls Window to select the Video Capture controls.**

   The Video Capture controls shown in Figure 10-3 appears.
5. **Click on the Record button.**

   The black dash above the Record button turns red, letting you know that a movie's being recorded. Also, the Record button disappears and is replaced with a Stop button.

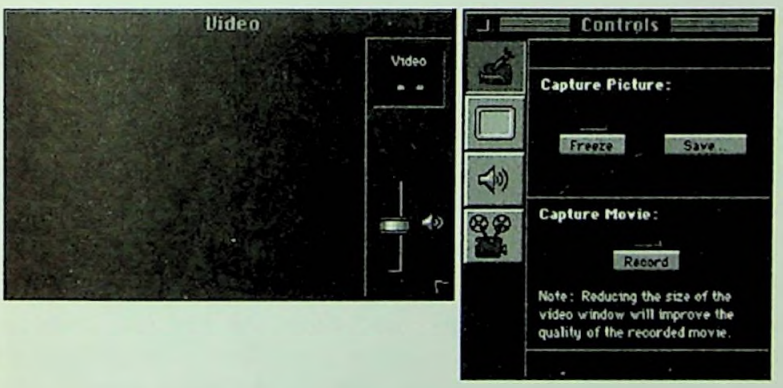


Figure 10-3: The Video Capture Controls appears on the right of the Controls Window.

6. **When you're ready to stop recording (and make it quick — unless you have lots of hard drive space, your movies have to be short!), click on the Stop button.**

   A dialog box appears, shown in Figure 10-4, asking for the name of your new movie.

7. **Type a name and click on the Save button.**

   You've just recorded your first movie on the Macintosh!

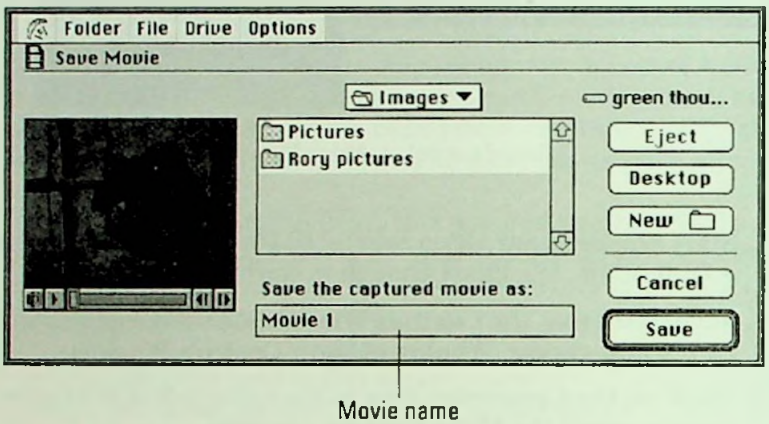


Figure 10-4: The movie Player Save dialog box.

Editing a movie

Just recording the movie isn't the interesting part — editing the movie is. You can merge movie clips together, add subtitles and text, use special effects, create your own soundtracks, and more. Unfortunately, most of those things are complicated enough that you need another book to show you how to do them! But you can do some simple video-editing using Movie Player, a simple program from Apple that's included with System 7.5. With Movie Player, you can use the Cut, Copy, and Paste commands to rearrange clips, make cuts, add graphics, and even add text titles.



For fancier effects, such as transitions between scenes, you need a video-editing program such as Adobe Premiere or Avid's VideoShop. If your Mac has a digitizing board, you probably got one of those programs with it.

Adding stuff to your movie

You can add all kinds of stuff to your movie — a title, graphics, or even pieces from other movies. In the steps that follow, you add a title to your movie, but you can use the same procedure to copy a graphic file or a piece of another movie and then paste it into the movie you're working on. Follow these steps:

1. **Open SimpleText or your word-processing program.**
2. **Type the name of your movie.**
3. **Select the title, and press ⌘+C to copy it.**



If you want to make your title a little more interesting, choose a font and style for it. Otherwise, it's in plain old 12-point Geneva. (If you don't know how to change the font and style, check out Chapter 9.) You've just copied the name of your movie to the Clipboard. Your Mac will now remember the name until you paste it into your movie.

4. **Quit the application.**
5. **Double-click on the Movie Player icon to open it.**
6. **Choose File: Open to open a movie.**

The Open dialog box shown in Figure 10-5 appears.

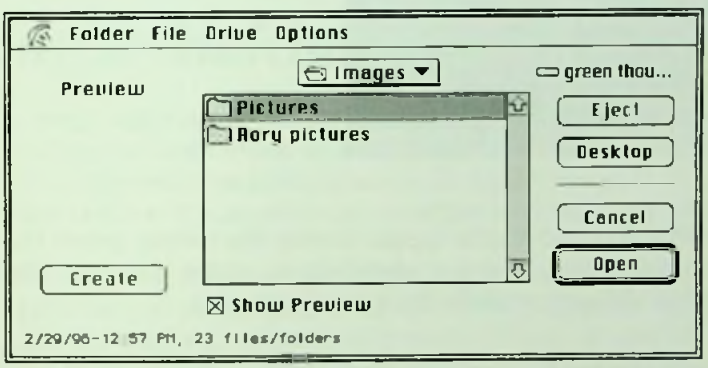


Figure 10-5: You choose the movie you want to open in the Open dialog box.

7. **Double-click on the filename of the movie you want to open.**

Your movie appears on the screen, as shown in Figure 10-6.

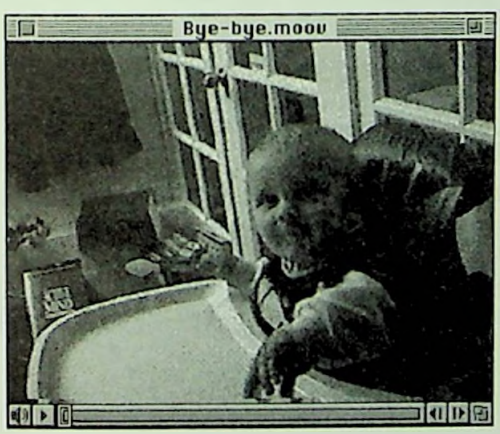


Figure 10-6: It's a movie!

8. **Drag the Frame Slider tab in the bar at the bottom of the movie all the way to the left to make sure that you're at the beginning of your movie.**

9. **Press ⌘+V to paste your title into your movie.**

   Your movie title appears in white text on a black background, as in Figure 10-7. Movie Player automatically sets its length to two seconds.



Figure 10-7: You can use the Copy and Paste commands with movies.



If you'd rather have your title appear during the movie, press the Option key and choose Edit➪Add. Your text shows up as white text on a black line at the bottom of the screen while the movie's playing.

Cutting out the junk

Making cuts is a little tricky, although not very. To remove some of your movie, just follow these steps:

1. **With your movie open, press and hold down the Shift key and drag the Frame Slider tab in the bar under the movie to select the area you want to cut.**

   Do you see the area in the Frame Slider bar that's now black? This darkness, called *highlighting*, shows what you've selected (see Figure 10-8).

2. **Choose Edit➪Clear to delete the part of the movie that you've selected.**

   Zap! It's gone. Unfortunately, you will probably see a jump in the movie action — unless you've just clipped some of the beginning or end.



You can also copy a portion of the movie by selecting it, choosing Edit➪Copy (instead of Clear), and then pasting the portion into another movie.



Figure 10-8: It's Zap City for this section of movie.

Creating a Multimedia Presentation

A *multimedia presentation* mixes words, sounds, drawings or photographs, and maybe even video or animation. Multimedia presentations can make very impressive school reports (although it's a good idea to make sure that your teacher's computer can read the file first!), plus they're a lot of fun.

The simplest form of multimedia presentation is a slideshow. In a slideshow, typically you create pages (or slides) that play one after another. You can have the pages play for a set amount of time, or you can set the show up so that your audience clicks to move from one page to another. Lots of programs can create slideshows, including KidPix Studio.

A little harder to create and more fun are interactive books. In these programs, you write a story, using scenes and characters that are provided for you. You also add sounds that you record or that come with the program. Sometimes the program includes animations; sometimes the program can actually read aloud the words that you've written. (For more on these programs, see the Multimedia Storytelling software profile later in this chapter.)

When you're ready for bigger challenges, you can make multimedia presentations in which you have complete control. Instead of looking like a book, with pages that flip, your presentation can look like a film, moving smoothly from scene to scene. You choose the elements that run in your presentation, you decide how long the scenes last, you create the sounds, the words, the pictures, and the movies to include. In other words, you have complete power.

An even bigger challenge is to create an *interactive production*. With an interactive presentation, you set it up so that your audience can make choices instead of just watching. For example, you can have your audience click on the screen to play a sound — instead of just having the sounds you attach automatically play. Or you can ask if the users are interested in a certain topic and put two buttons on the screen. When someone clicks on the Yes button, your presentation moves to one scene; when someone clicks on the No button, your presentation takes them to a different scene.

Slideshows and interactive stories are pretty easy to figure out. In the example that follows, you create a full-fledged interactive multimedia presentation in HyperStudio from Roger Wagner Publishing. After you've finished this making a presentation in HyperStudio, figuring out how to create a slideshow in a simpler program should be a snap!

The first step in creating a multimedia production is to gather the elements you want to use in your project. Suppose that you're going to create a multimedia report on the San Francisco 49'ers. You might want to gather these elements:



- ___ Clip art — maybe a football, or a football helmet
- ___ Pictures of the team members — Steve Young, Jerry Rice, and others
- ___ Facts about the team — how many Super Bowls the 49'ers have been to, their season records, and so on
- ___ Sounds — cheers from the crowd at Candlestick Park or a recorded interview from the '49ers coach

After you have the pieces, you're ready to begin creating your presentation!

Creating your first scene



You need a multimedia program to create a presentation. Fortunately, the CD-ROM with this book has one. This demo version of HyperStudio allows you to create only four scenes, but you can have a lot of fun creating even small multimedia presentations!

Just as a book is made up of a bunch of separate pages, a presentation is made up of different pieces. Some programs call these pieces *slides*; others programs call them *scenes*. In HyperStudio, the pieces that make up your presentation are called *cards*. Each card can contain pictures, sounds, videos — anything you like. And the presentation itself is called a *stack*.

To create a stack in HyperStudio, follow these steps:

1. **Put the CD-ROM that came with this book into your CD-ROM drive, and double-click on the *Macs For Kids & Parents* icon.**
2. **Double-click on the Creative Pleasures folder, then double-click on the HyperStudio folder, and follow the instructions to install HyperStudio.**
3. **Double-click on the HyperStudio icon on your hard drive to open the program.**

   The opening screen of HyperStudio appears, looking something like Figure 10-9.

4. **Click on the New Stack button at the bottom of the screen.**

   A dialog box appears, asking you whether you're sure you want to create a new stack.

5. **Click on the Yes button.**

   HyperStudio is a helpful program: it keeps you posted on what you're doing all along the way. After you click on Yes, a dialog box appears, like the one in Figure 10-10. Just as the dialog box says, you can now paint with the paint tools, add buttons, or add cards. You can also add graphics, videos, sounds and other stuff, too.

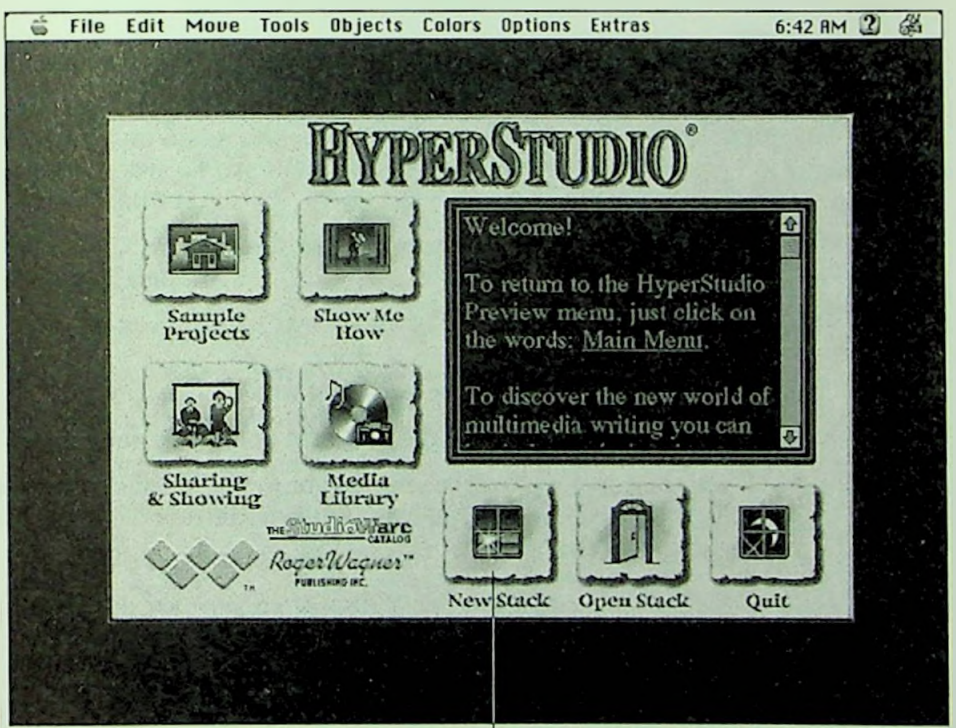


Figure 10-9: HyperStudio.

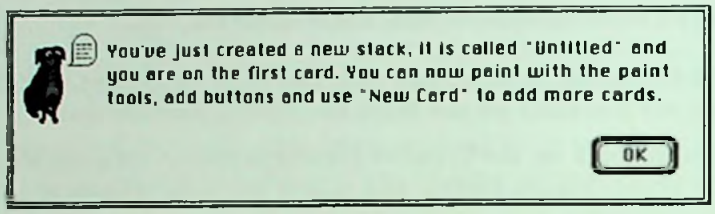


Figure 10-10: The helpful HyperStudio dialog box.

6. **Click on the OK button.**

   A new, blank card appears.

Using the painting tools

You can paint on your card using the painting tools. Just follow these steps:

1. **Click on the Tools palette and drag down to select a tool.**

   As you can see in Figure 10-11, the Tools palette contains a selection of tools that look like those found in most painting programs. (If you're not familiar with the painting tools, read Chapter 7.) You probably don't want to paint in black, so you might want to use the Color palette to select a color.



Figure 10-11: The Tools palette.

2. **Click on the Colors palette and drag to a color.**
3. **Click on your card to use the tool and color you selected.**

   If you want to put a background on your card, choose the Paint Can tool. When you click on the card, it fills with the color you selected in the Color palette.

Adding a title

You may want to put a title on the first card in your presentation. If so, follow these steps:

1. **Click on Options⇨Text Style.**

   A dialog box appears that looks like the one in Figure 10-12.

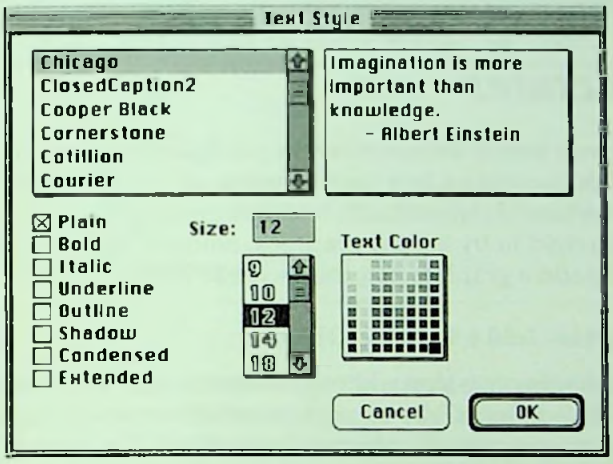


Figure 10-12: The Text Style dialog box.

2. **Click on the font window and drag until the font you want is highlighted.**

   As you make selections in the Text Style dialog box, the text in the window on the right side of the dialog box changes to reflect your selections.

3. **Click on the font window and drag until the font size you want is highlighted.**

4. **Click on one of the colors in the Color window to select a text color.**

5. **Click on the boxes next to the style name to select a style.**

6. **Click on the OK button.**

   You return to your card.

7. **Click on the Tools palette and select the Text tool.**

   It's the one that looks like a *T*.

8. **Click on your card, and type your title.**

   Your title appears on your card in the font and style you chose. You can see a presentation title in Figure 10-13.

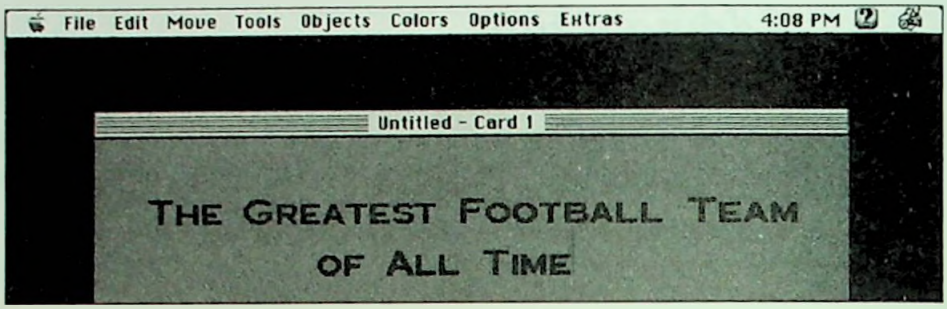


Figure 10-13: The subject of the presentation is NOT the Dallas Cowboys.

Adding pictures

You may want a very simple introduction to your presentation. In that case, you can press ⌘+N to create a new card to work on. On the other hand, since the demo version of HyperStudio lets you create only four cards, you may want to jump right in by adding graphics, sounds, or other elements to your first card. To add a graphic, just follow these steps:

1. **Choose Objects➪Add a Graphic Object.**

   A dialog box appears, asking where you want to get your picture. Unless you have a QuickTake camera or video camera plugged into your computer, you probably want to select Disk File, which basically means pictures that are already stored on your Macintosh.

2. **Click on the button next to Disk File.**

   A dialog box like the one shown in Figure 10-14 appears, asking you to select a file.

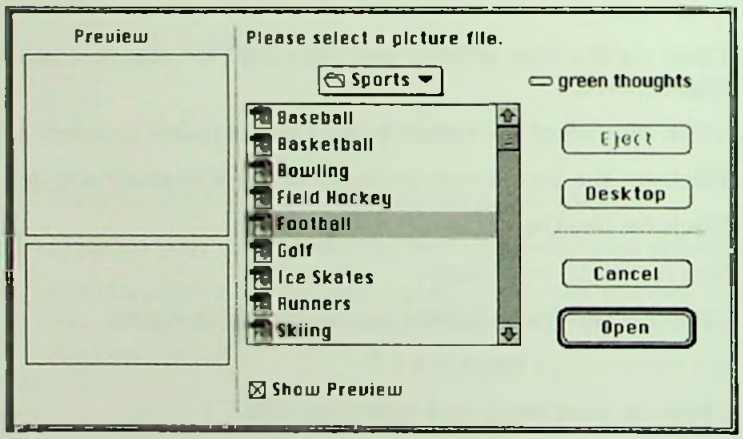


Figure 10-14: You choose your picture in this dialog box.

3. **Select the picture file you want to use.**

   If you don't see the picture you want to use in the list, use the pop-up menu at the top of the list to look through different folders until you find your picture.

4. **Click on the OK button.**

   The Graphic Objects dialog box appears, as shown in Figure 10-15.

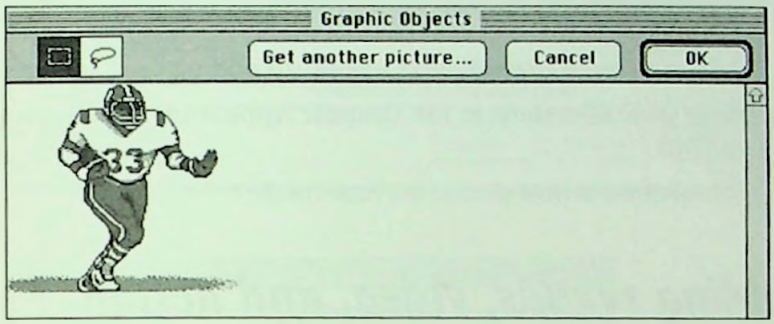


Figure 10-15: The Graphic Objects dialog box.

5. **Use the Lasso or the Marquee (the selection tools in the upper left bar) to select your picture or a portion of your picture, and click on the OK button. (If you don't know how to use these tools, check out Chapter 9.)**

   A dialog box appears, telling you how to position your object on your card.

6. **Position your object on your card, and click on the card outside the object.**

   When you click outside the picture, a new dialog box appears. This time, it's the Graphic Appearance dialog box, as shown in Figure 10-16. Don't worry: this may seem like an endless stream of dialog boxes, but you'll get there eventually.

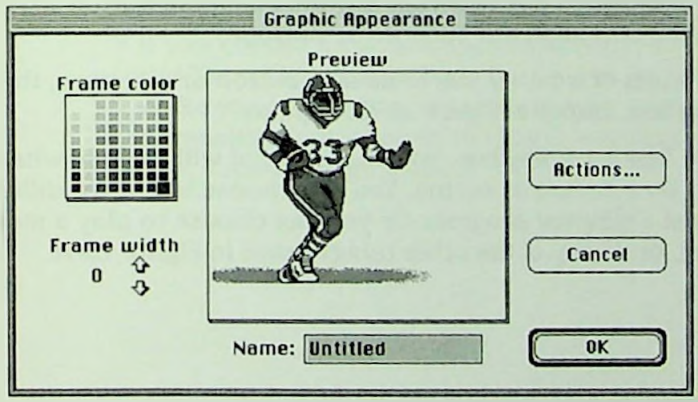


Figure 10-16: The Graphic Appearance dialog box.

You can do a number of things from the Graphic Appearance dialog box:

- You can put a frame around your picture. Click on a color in the Frame Color window, and click on the up and down arrows in the Frame Size area. The window in the center of the dialog box previews your frame, allowing you to make it exactly right.
- You can name your picture. Type a name in the Name input box.
- You can use the Actions button to get to yet another dialog box that lets you do lots of cool things. You use this dialog box in the next section.

For the moment, though, let's just finish adding our picture.

7. **Make your selections in the Graphic Appearance dialog box and click on OK.**

   Your picture is now placed on your card.

Adding sounds, video, and action

You can put pictures or buttons on your cards and then attach sounds, videos, or actions to the pictures or buttons. When your audience clicks on the picture or button, the attached sound or video plays or the action takes place. To use the Actions dialog box, just follow these steps:

1. **Choose the object that you want to add a sound, video or action to.**

   If you want to add something to a picture, choose Tools, click on the Arrow tool, and then click on your picture to select it. (If you forget what the Tools palette and the Arrow tool look like, look at Figure 10-11.) Then choose Edit➪Edit this Graphic Object, and the Graphic Appearance dialog box appears. Click on the Actions button.

   If you want your audience to play a sound, video or action when they click on a button, choose Objects➪Add a button, and the Button Appearance dialog box shown in Figure 10-17 appears. Choose a button style from the options in the dialog box and click on OK. A dialog box then asks you to position your button. Place the button where you want it on the card and click outside the button.

   Regardless of whether you're using a button or a picture, the Actions dialog box, shown in Figure 10-18, appears.

   In the Actions dialog box, you choose what will happen when someone clicks on a picture or button. You can choose to go to a different card, or even a different program. Or you can choose to play a movie, play a sound, or do any of the other things listed in Figure 10-18.

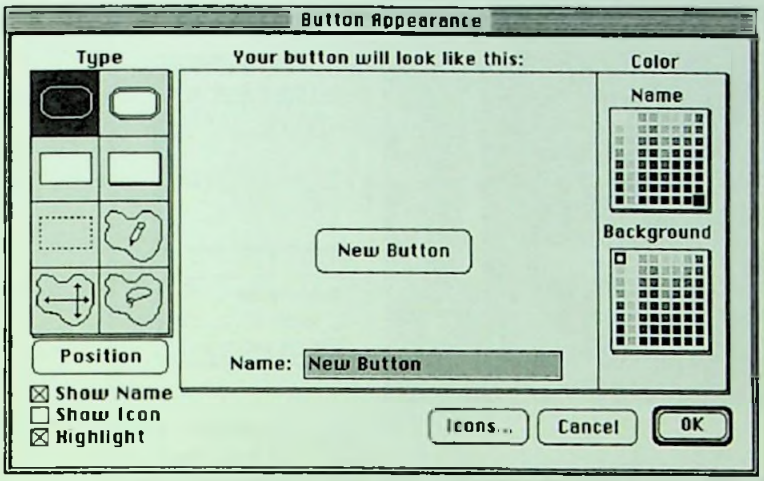


Figure 10-17: The Button Appearance dialog box.

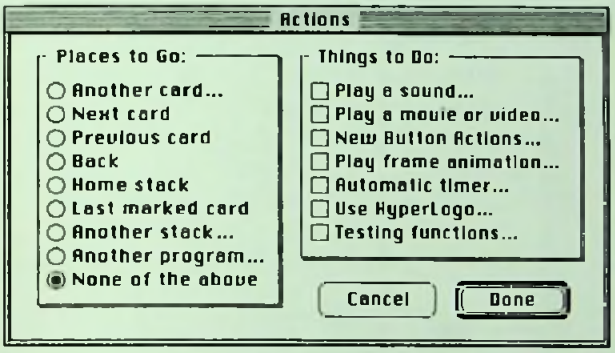


Figure 10-18: The Actions dialog box lets you do lots of cool things.

2. **Make your selection in the Actions dialog box by clicking on the box next to the option you want.**

   - If you click on Play a movie or Play a sound, a dialog box appears that lets you select the movie or sound to play. The Tape deck dialog box shown in Figure 10-19, for example, also lets you record sounds, using tape-recorder style controls.
   - If you choose an action, such as moving to the next card, you see the Transitions dialog box. Transitions are special effects that make your presentation move smoothly from card to card. To try a transition out, click on the Try It button in the Transitions dialog box, shown in Figure 10-20.

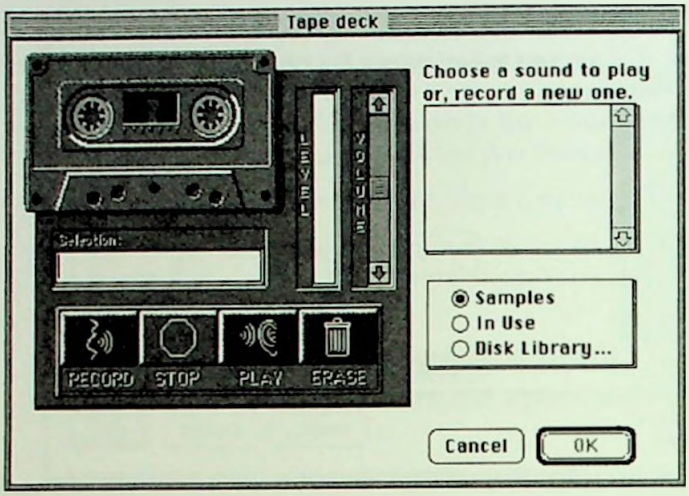


Figure 10-19: The Tape deck dialog box.



Figure 10-20: The Transitions dialog box.

Wrapping up the presentation

You can create new cards (as many as four in the demo version), by pressing ⌘+N. When you finish with your presentation, choose File⇨Print to Video to watch your presentation play on its own. Or choose File⇨Save to save your presentation.

You're done! You've just created your first multimedia presentation. Congratulations!

OPEN

Multimedia Storytelling: Imagination Express

Writing your own stories can be a lot of fun — but it can be even more fun when you use multimedia storytelling software. This type of software comes with backgrounds, artwork, animations, and sounds. You put the pieces together and write the story yourself.

ON THE CD

Imagination Express. For kids 5 to 12, the Imagination Express series is lots of fun (see Figure 10-21). You begin by choosing a colorful, interesting background and then add "stickers" that are well-drawn, detailed illustrations of all sorts of people, animals, plants, and objects. Imagination Express can scale the stickers (so that they're the right size to fit in your background) and rotate them (so that they're placed exactly right). You can also add animations to the stickers so that a bird, for example, flies across the background sky. And you can add sounds — either sounds that you record or sounds that fit with the scene. You write stories to go along with the pictures. When you're finished with your story, you can watch it onscreen, or you can print it to make your own storybook.

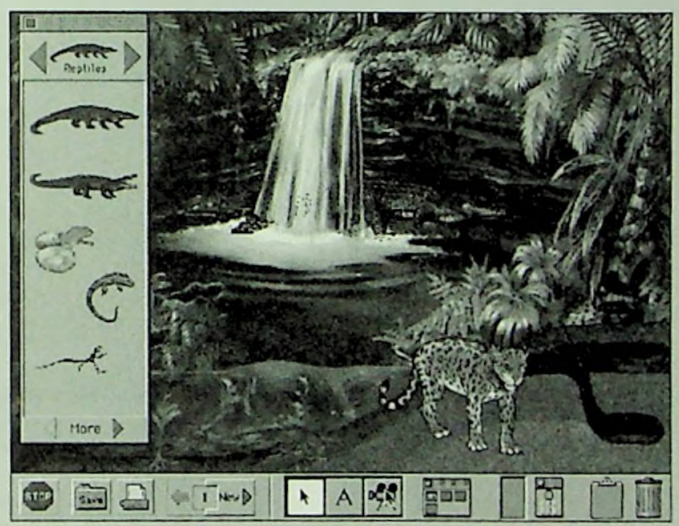


Figure 10-21: Imagination Express in the rain forest.

You can choose from four different Imagination Express products.

- **Destination: Castles** offers medieval backgrounds, and images from knights to jesters, as well as a fact book that tells you all about the colorful characters and props.
- **Destination: Neighborhood** contains realistic characters, backgrounds, and props, letting you tell stories about your real-life experiences.
- **Destination: Rain Forest** features a real Panamanian rain forest, with a variety of native animals, insects, food and people. It also includes a Rain Forest Fact Book in which you can learn about the native Kuna Indians and about the exotic animals of the rain forest.
- **Destination: Ocean** is based on the underwater world of the Channel Islands off the coast of Santa Barbara, California. You can write stories about marine life and scuba diving. (It doesn't include mermaids, however, so you can't create your own Little Mermaid.)

Hollywood and Hollywood High. If you'd rather write scripts than books, Hollywood and Hollywood High may be the products for you (see Figure 10-22). You can use these programs to create animated multimedia stories — and the characters actually read the scripts you write out loud. (A slight warning — the voice is computerized, so it sometimes sound a little mechanical. But it's still very cool to hear your words being brought to life.)

In the Hollywood programs, you pick a setting. In Hollywood High, for example, you can choose from settings that range from the school gym to the mall. Then you select characters and personalize them by choosing whether they're happy, sad, bored, flirtatious, or lots of other options. Plus, you get to choose their voices, their hobbies, and their roles (from slackers to prom queens).

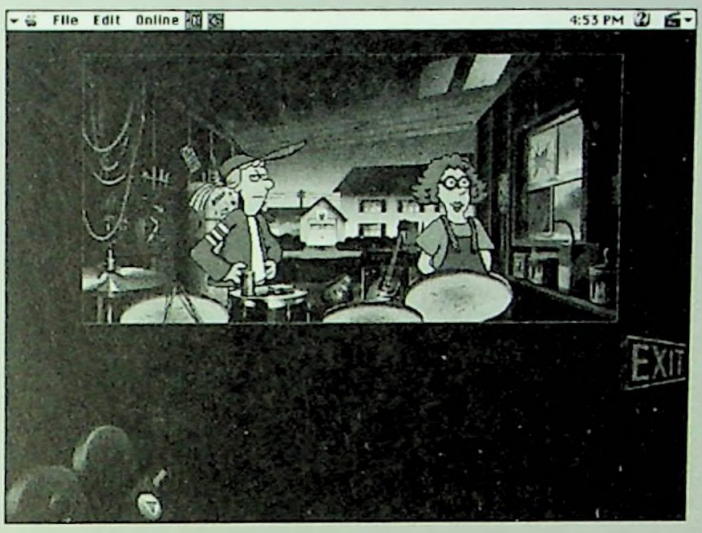


Figure 10-22: Hollywood High.

After your characters are on-stage, you play the director — assigning each character facial expressions of all types, body language (shrugging, pointing, and so on), and actions, such as talking on the phone, chewing gum, or putting on lipstick. You also can add sound effects and theme music.

These programs don't let you create just anything — you're limited to the scenes and backgrounds that come with the programs, and you're probably not going to be able to use them for school reports, but they're totally fun!

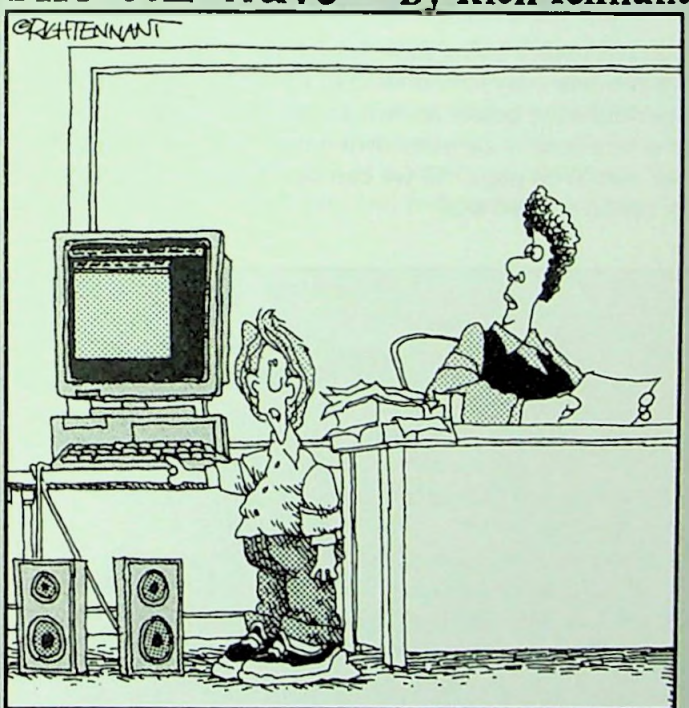
CLASSROOM LINK

Students will enjoy writing when their words are going to be brought to life by a multimedia program. This type of activity will not only improve writing skills but also increase familiarity with plot, settings, characters, and themes.

Part IV

Surf's Up: Using America Online and the Internet

The 5th Wave By Rich Tennant



"I did this report with the help of a satellite view atmospheric map from the National Weather Service, research text from the Jet Propulsion Laboratory, and a sound file from 'The Barfing Lungworms' new CD."

In this part . . .

No doubt you've gotten a ton of America Online disks in the mail. And we know that you've heard about the Internet. Well, it's about time you took the plunge, and we're beside you all the way.

This part makes using America Online a breeze. And we give you one easy-to-follow map to the Information Superhighway, better known as the Internet. We even show you how to do your own surfin' and how to make your own Web page. All we can say is you're gonna love it! Try not to get too wet!

Chapter 11

America Online Is for Kids

In This Chapter

- Joining America Online
- Exploring America Online
- Sending e-mail with America Online
- Chatting online
- Exploring the special Kids Only Channel
- Using America Online to help you do your homework
- Special Information for Parents

America Online (AOL, for short) is the world's largest online service, with more than 9 million members. And it's made with kids in mind. AOL has special online areas that you'll love. You can do your homework on AOL, look up facts in an online encyclopedia, or play your favorite computer games. The newest America Online software, version 3.0, lets you do great things online. And because AOL is a family service, your parents can set up your online account so that you can feel safe and secure. This chapter tells you how.

What If I Already Have AOL?



This chapter concentrates on the newer version 3.0 of the America Online software. If you don't have America Online, skip this section and go to the "So How Do I Join America Online" section. If you've been a member of AOL for a while and haven't upgraded, you may be using version 2.7 or even earlier. If that's the case, we recommend that you upgrade to the newer version 3.0. Here's how to tell what version of America Online you currently have. Open the America Online program and choose ⌘⇨About America Online. The dialog box that then appears contains the version number.

It's easy to upgrade; using version 2.7, just follow these steps:

1. **Sign onto AOL.**
2. **Choose Go To⇨Keyword (or press ⌘+K).**

   A Keyword dialog box appears (looking something like Figure 11-1).

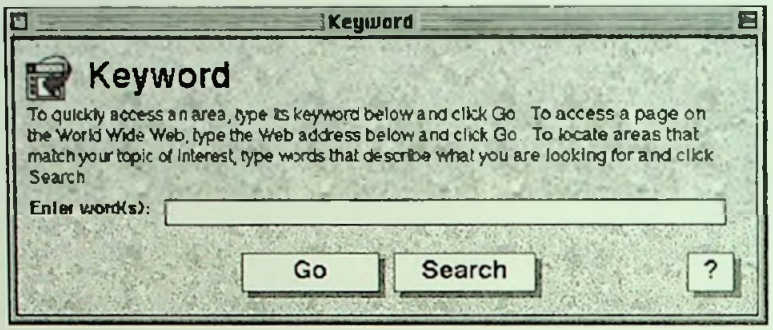


Figure 11-1: Check out the AOL Keyword dialog box.

3. **Type** upgrade **and click on the Go button.**

   AOL takes you to an area that walks you through downloading and installing the new 3.0 software. Best of all, it's free!

So How Do I Join America Online?



What if you don't belong to America Online? First, talk with your parents. To set up an America Online account you have to be 18 or over and you need a credit card. But after your parents sign up, you can create your own screen name on AOL (it's like a nickname — only online). If your parents are already AOL members, they can add your name to their account (they can add up to four additional screen names after the one used to set up the AOL memberships). After your parents set up your screen name, they can use America Online's Parental Controls to customize the account for your use.

Parents, check the end of this chapter for the section "Using America Online's Parental Controls" to read how to set up America Online differently for your teenagers and your younger children.

Getting the software

Just about every computer magazine you can buy on the newsstand comes with an America Online disk or CD-ROM. You get them in the mail, too. But if

you don't have a disk handy, just have your parents call AOL at (800) 827-6364 and order a disk (make sure that they request the Mac version of the software). While you wait for the disks to arrive, you can read this chapter to bone up on some of the best AOL features. Then you'll be ready to dive in when your AOL software arrives and your folks install it. (We said that just so your parents will feel good. Chances are, if you're like most kids these days, you'll end up showing your *parents* how to install AOL!)

The top America Online 3.0 features

Following are some of the best features of AOL to help you get around the service — and brief descriptions of how to use the features, in case you're in a big hurry to get going in AOL:

- **Toolbar.** The Toolbar is at the top of the screen and has buttons on it that take you to various places on America Online or tell the service to do what you want, such as tell you how long you've been online or to check your e-mail (see Figure 11-2).
- **Keywords.** This feature is your jumping off point to quickly get you from here to there (refer to Figure 11-1). You have three ways to get to the Keyword dialog box.
  - You can choose Go To⇨Keyword.
  - You can just press ⌘+K.
  - You can click on the word Keyword at the right side of the AOL toolbar at the top of your screen

  Then you can type the name of the place you want to visit in the Enter word(s) input box, and then click on the Go button. In seconds, AOL transports you to the online spot you've named (if you type the wrong one, AOL shows you a list of suggestions).



Figure 11-2: The America Online toolbar.

- **Find.** Press ⌘+F (or click on Find on the AOL toolbar) to bring up the AOL search screen (see Figure 11-3). You can choose from two ways to find something:
  - You can search by keyword; type a word that you want to find in the space at the top of the window, and then click on the Search button to start the search.
  - You can search by topic or subject; click on one of the Topic tabs at the top of the Find window. When you find a topic that interests you, double-click on it in the scrolling list beneath the tabs.

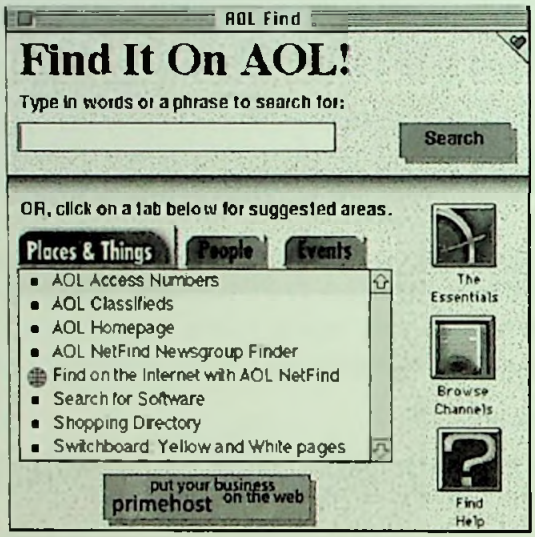


Figure 11-3: Don't know where it is? Let the AOL search screen show you the way.

- **E-Mail.** Your friends don't have to be online at the same time you are for you to get in touch with them. The AOL e-mail feature is fast and convenient and lets you contact your friends even when they're not online. You can also e-mail your friends on other online services by using the Internet. Check out Chapter 12 for more info about sending e-mail to people not on AOL.



Here's how e-mail works: You write a message to your best friend, and send it off. Where does it go? The e-mail system finds your friend's electronic mailbox and stuffs the message you wrote in there, where it sits patiently until your friend checks her mail. You should know that if your friend hardly ever checks her mail, your message may never get to her; to keep from cluttering up the system, America Online clears out people's mailboxes every few weeks, starting with the earliest message. So your mailbox should never have any messages that are more than a few weeks old.

- **Message Boards.** If you want to ask a question or you have something to say, you can use the AOL message boards. These online message centers are very much like the little notes you leave on a bulletin board at a supermarket. All you have to do is check back on a message board later on to see if someone has answered your message.

The Look of America Online

America Online is set up something like a cable TV network. Each online area is called a *channel*. When you first get online, you see a Welcome screen (shown in Figure 11-4), which lets you in on the top features AOL wants you to see.



Figure 11-4: Welcome to America Online. Check out the various channels or get to your e-mail from here.

The Welcome screen has several icons at the right that, with a single mouse click, take you to one of the online areas AOL is highlighting at the time. That area changes all the time, so the icons you see in this book may not be what you see when you connect to AOL.

What's Hot

The What's Hot button on the Welcome screen brings you a list of the top events of the day or the new features AOL is introducing (see Figure 11-5).



Figure 11-5: What's Hot and what's special today on AOL.



And don't forget those handy keywords. Wherever you are on AOL, the keyword Hot brings up that listing of special events and features.

A look at the Channels menu

When you click on the Channels button on the Welcome screen, you get a directory of the areas available to you online. Each of the icons in Figure 11-6 takes you to a channel of the service.

The AOL Channels menu clearly lists the subjects in each online section. Following are just a few highlights:

- **Computers & Software.** Find out how to get the best from your Mac. From this channel, you can get to companies' technical support message boards or go to the Computing Forums, which are special interest areas where other people can help you with problems and fill you in on the latest Mac news. This is also the channel where you can access America Online's software libraries; from there, you can download all kinds of cool software to enhance your Mac.
- **Digital City.** Meet friends in cities across the world. Some places in Digital City keep you up on events and people from all around the globe.

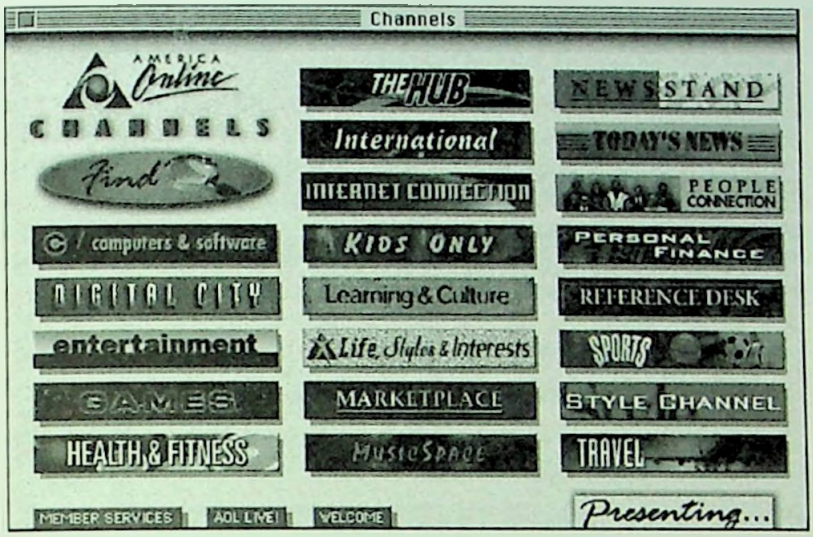


Figure 11-6: The Channels menu is your road map to explore AOL.

- **Entertainment.** From the entertainment capitals of the world, find out about your favorite flicks and TV shows. Meet your favorite stars in special online conferences.
- **Games.** You get tips and tricks on your favorite computer boards, board games, and more.
- **International.** AOL is worldwide. When you connect to AOL from London, Paris, Bonn or Tokyo, you see the service in a whole new light.
- **Kids Only.** This channel is for kids under 12.
- **MusicSpace.** From MTV to VH-1, get the latest on what your favorite music stars are up to, their newest recordings, and concert appearances.
- **Newsstand.** Read your favorite magazines online.
- **Today's News.** Catch up on the latest happenings across the globe, updated constantly. You can't get news any more up-to-date than you can find it here.
- **People Connection.** Meet fellow AOL members for online chats.
- **Reference Desk.** Check out the AOL virtual library to get info on the subjects that interest you.
- **Sports.** Check the scores of your favorite teams. And participate in online games, in which you pit your skills against your online friends.



Check out those little rectangular buttons at the bottom of any AOL screen. They take you back to where you started or another online area. It's all just a click away.

Sending Mail on America Online

In order to send and receive e-mail, you use the mail program built into the America Online software. You can use these mail features whether you are sending mail to another America Online member or to someone on the Internet. By the way, use courtesy and write your messages before you connect to America Online, and then connect to send the mail. Someone waiting to use the service will be glad you did. To create your message and then connect to AOL and send your mail, follow these steps:

1. **Start the America Online program.**
2. **Choose Mail⇨Compose Mail (or press ⌘+M).**

   A blank message form appears, as shown in Figure 11-7. The cursor is blinking in the Address field.

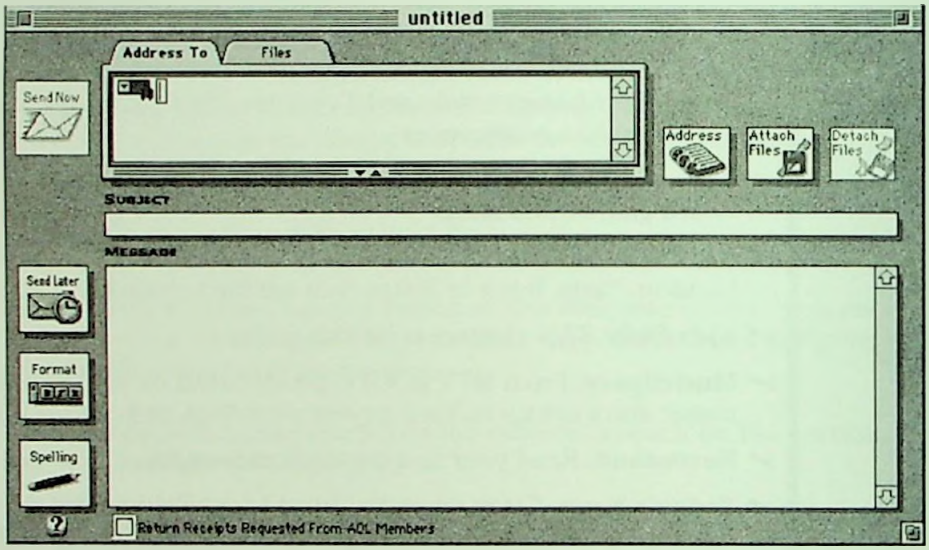


Figure 11-7: An empty America Online message form waits for you to turn it into e-mail.

3. **Type the address of the person you're sending the mail to.**

   If the person is another America Online member, just type his or her screen name. If you are sending mail to someone on the Internet, you need to put in the entire Internet address — more on this in Chapter 12. For now, let's send mail to someone on America Online. Why don't you send Tom a message ? Type **TomNegrino** into the Address field. Make sure that you don't put a space between his first and last names.

4. **Press the Tab key to get to the Subject field, type** Kids Book **in the Subject field, and then press the Tab key to put the cursor into the Message field.**

   The message form should now look like the one in Figure 11-8.

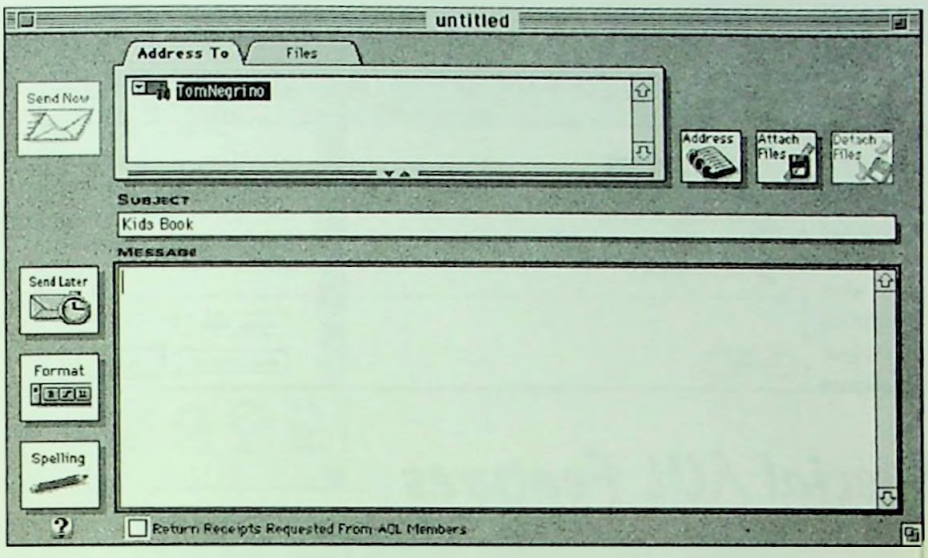


Figure 11-8: The message has been addressed; now you have to write your masterpiece.

5. **Type your message to Tom.**

   We would really like to hear from you and have you let us know how you like this book. If you have any suggestions about how we can make the book better, we would like to read them.

6. **When you finish writing your message, click on the Send Later button next to the message field.**

   A dialog box appears that lets you know that the mail has been saved to be sent later.

7. **Choose Mail➪Run Automatic AOL.**

   You then see a dialog box asking whether you are sure that you want to run an automatic session.

8. **Click on the Begin button to run the session.**

   Running an American Online automatic session sends any mail that you have prepared and receives any mail that you have waiting for you. After the session is complete, AOL automatically signs you off, and you can read your incoming messages.

9. **Choose Mail➪Read Offline Mail.**

   The Offline Mail dialog box appears (see Figure 11-9).

10. **Double-click on a message under Incoming Mail to open and read it.**

11. **To close the message when you're done, click on the message window close box.**

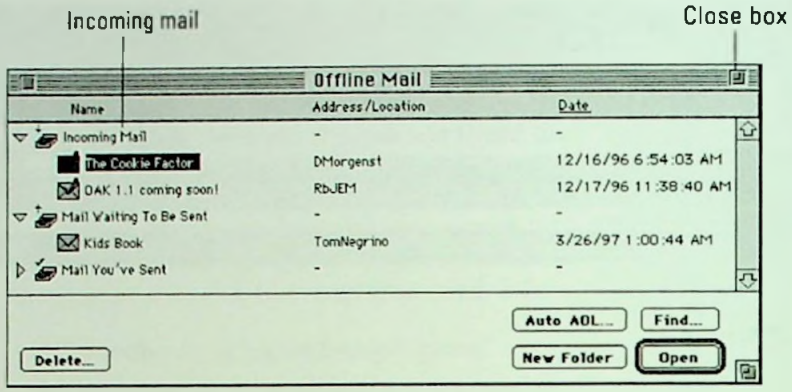


Figure 11-9: Here's where you can read your incoming messages.

Special AOL Features

In addition to the expanded Welcome menu and Channels screen, you get some extra features that can make your AOL visits more convenient. Following are descriptions of some of them.

Favorite Places

This feature is the AOL way to letting you make your own custom list of places to visit online. Many online areas have a little heart-shaped icon at the upper right side of a display window (for an example, refer to Figure 11-5). Just click on that icon. Just click on Add it to my Favorite Places to save the location of that area to your Favorite Places listing, and then click on the OK button.

When you first join AOL, a Favorite Places list is already in waiting for you. To see it, just click on the heart icon on the AOL program toolbar (or choose Go To➪Favorite Places). Your own Favorite Places list appears (see Figure 11-10).

As you continue to look around the service, you'll want to add areas to your Favorite Places list. Feel free to change the ones AOL gives you, if you want. You're not limited to just putting places on America Online in your Favorite Places list; you can add Web sites, too.



The Favorite Places listing you make is available only to your screen name. When other family members log on with their own screen names, they see a different listing. And don't forget — screen names with the Kids Access level don't have access to the Favorite Places feature.

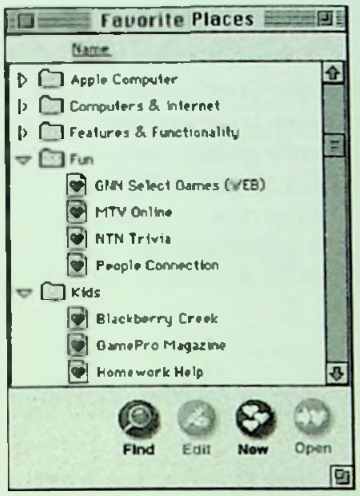


Figure 11-10: Your Favorite Places list is already set up when you first sign on AOL.

Instant Messages

You can use the AOL Instant Message feature to have one-on-one, private conferences with your online friends. To send an Instant Message, first check to see whether your friend is online. If you haven't put the name on your Buddy List, type ⌘+L to look up that person. If your friend is online, a message appears saying so, with a little button labeled Send IM. Clicking on the Send IM button brings up the screen shown in Figure 11-11.

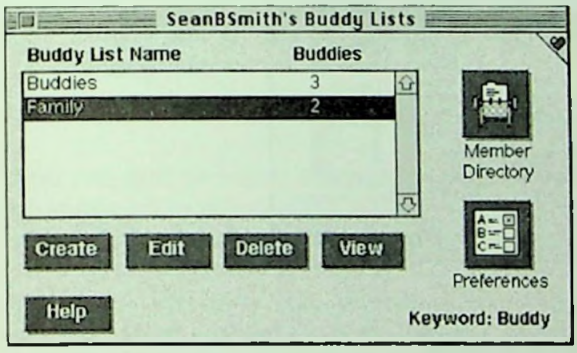


Figure 11-11: Enter your friend's screen name at the top and type your message at the bottom.

After you write your instant message, click on Send to rush it through cyberspace to your friend. When you get a response, AOL announces its arrival with a short musical tone (that is, if your Mac's sounds are turned on). Something totally cool about IMs is that you aren't limited to exchanging Instant Messages with just one friend on AOL. You can have several going on at the same time (but you may have to move the message screens around a little bit to keep your Mac screen from getting cluttered).

Online chatting

An online chat in the America Online People Connection area is both informative and fun. You can gather in a special room with your online friends and talk about your hobbies, favorite games, school, and other subjects. The best way for teens and adults to get involved in chatting is just to try it out by clicking on the People Connection icon on the America Online toolbar (it's the one that looks like a man and woman facing each other). Kids have their own, completely different chat area, which is described in detail later in this chapter.

Using the AOL Buddy List

You can set up your personal Buddy List that lets you see whether your friends are online as soon as you connect to AOL. And whenever any of your friends who also have a Buddy List signs on, she or he is told that you're online and available to chat. To set up your Buddy List, just follow these steps:

1. **Choose Members⇨Buddy Lists.**

   The dialog box shown in Figure 11-12 appears.

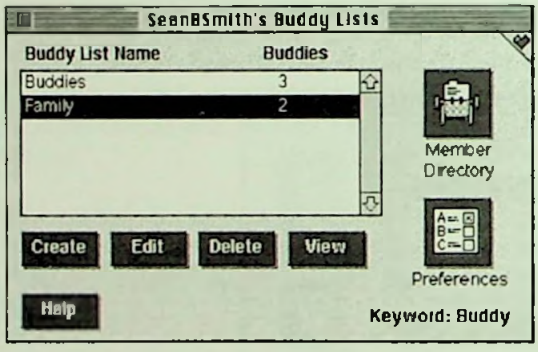


Figure 11-12: Set up your Buddy List in this dialog box.

2. **Click on the Create button.**

   The Create a Buddy List dialog box appears (see Figure 11-13).

3. **Type a name for your list in the Buddy List Group Name input box at the upper left.**

   If your online friends go to your school, you can use the name Classmates like we did here (it's all up to you).

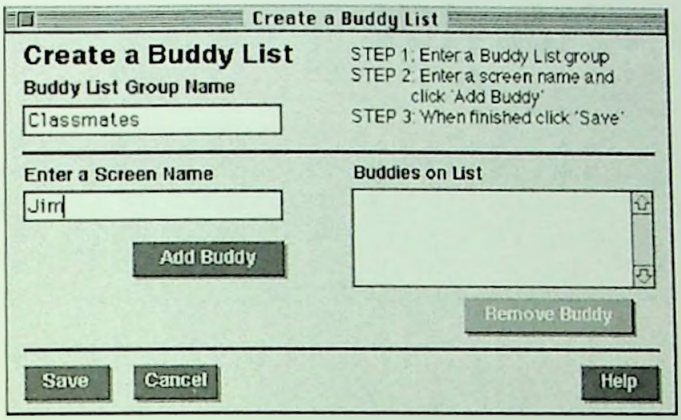


Figure 11-13: Before you add to a Buddy List, you have to create one.

4. **Type the screen name of your friend in the Enter a Screen Name input box.**

   When you add names to your Buddy List, make sure that the names are your friends' America Online screen names (the names they adopt for AOL). Don't use someone's real name or nickname (unless it's the same as the screen name). Otherwise, you may be looking for the wrong person, and somebody you don't know could end up on your Buddy List. That's one way to meet new people — but probably not the way you had in mind!

5. **Click on the Add Buddy button.**

6. **Repeat Steps 4 and 5 to add the rest of your friends to your Buddy List.**

7. **When you're done, click on the Save button at the lower left of the dialog box.**

   Your Buddy List is ready to begin working for you.



You can add or remove names from this list whenever you want, and the changes go in effect right away. If you have lots of friends, though, just remember that the Buddy List can handle only 50 names at any one time.

When you log onto AOL, your Buddy List appears on the right side of the screen. After you set up your Buddy List and you and your friends connect to AOL, their screen names appear on your list. When they log off, AOL encloses the name in parentheses.

A Fast Tour of the AOL Kids Only Channel

By using the Parental Controls feature described at the end of the chapter, parents can set up another level of access to the service for kids under 12. If you get Kid Access to AOL, the look changes quite a bit. In fact, it almost seems like another online service. When you have Kid Access to AOL, you look at a totally different Welcome screen (shown in Figure 11-14).



Figure 11-14: The Kids Welcome screen.

If you are between 5 and 12 years old, your favorite online spot probably will be the Kids Channel (see Figure 11-15). That channel has a lots of fun features and a meeting ground for you and your online friends to discover information on all sorts of subjects. Check out these features:

- **Kidzine.** The AOL personal newsletter contains news and views you'll always find interesting. And you can also contribute to it, the same way kids write for a school newspaper.
- **Central.** The list of features for the AOL Kids Only channel (see Figure 11-16). These features include areas where you can find pen pals, speak your mind about things that interest you, check the weather, and more. The "everything" section at the right is a list of online *forums* (meeting places) that cater just to you. Included are *Disney Adventures* magazine, DC Comics, Nickelodeon's online area, and lots more.
- **Games.** In this area, you can find out more about your favorite computer and video games. You also can play online games with your online friends.
- **Create.** Write your own stories and get them published online. You can draw pictures, tell jokes, and download fun software you can use to make your own pictures.

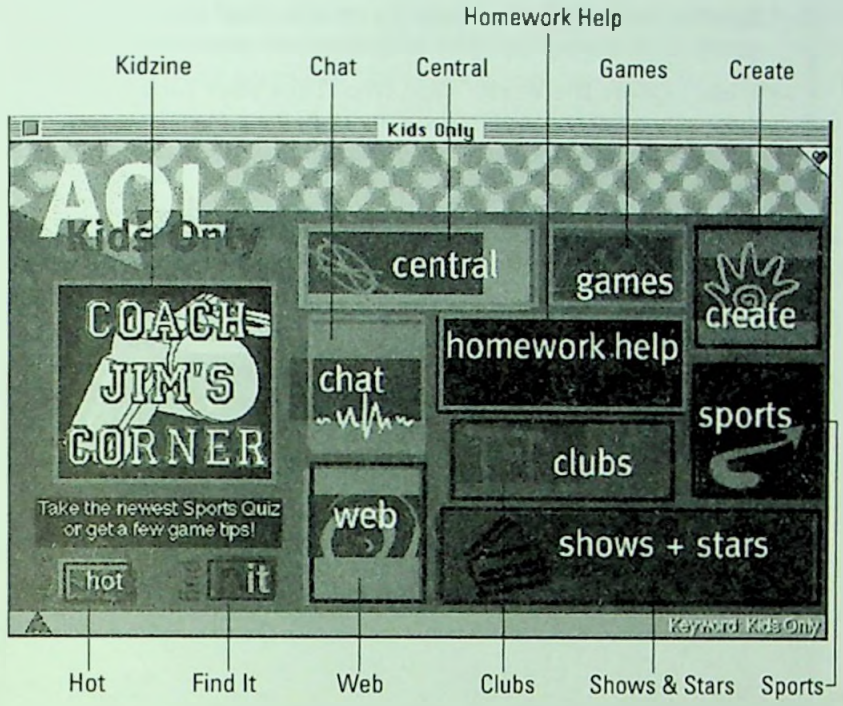


Figure 11-15: The AOL Kids Only channel is made just for you.

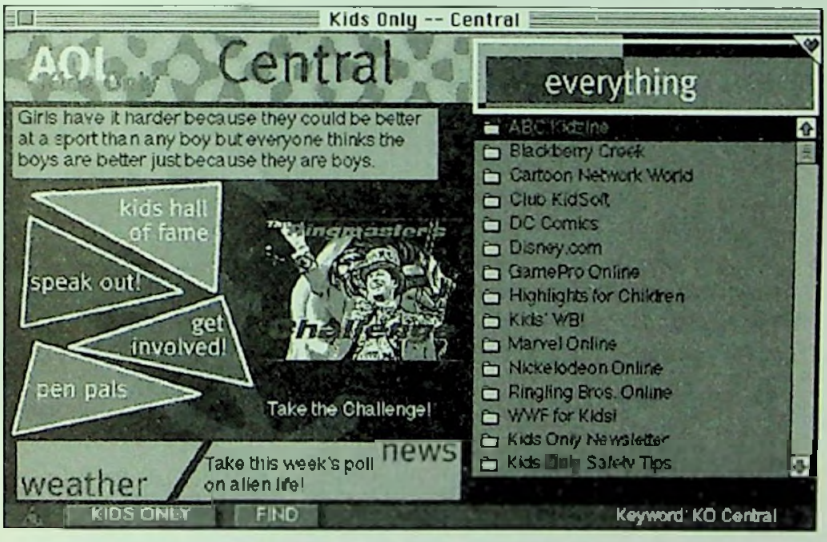


Figure 11-16: Kids Only — Central shows you a full range of online areas for you to visit.

- **Chat.** Talk with your friends in an online chat room. For more on online chatting, read that section in this chapter.
- **Clubs.** Join a Kids Only club where you can meet members who share your interests.

- **Sports.** Talk about your favorite sports. Find out how your teams are doing or how your favorite athletes performed in last night's game.
- **Web.** Explore the World Wide Web. Take your pick from a number of specially selected Web sites. One cool choice is Random Surf (see Figure 11-17), where you can always find a surprise Web site to check out further.
- **Shows & Stars.** Who's your favorite movie star? TV star? Get the scoop about your favorite shows and what the stars are up to from this area.
- **Hot.** This section lists special features to check out often. America Online is always making changes to its offerings, so if the screen you see looks different to you, don't worry about it.
- **Find It.** Can't find the online area you want? Look for it here.

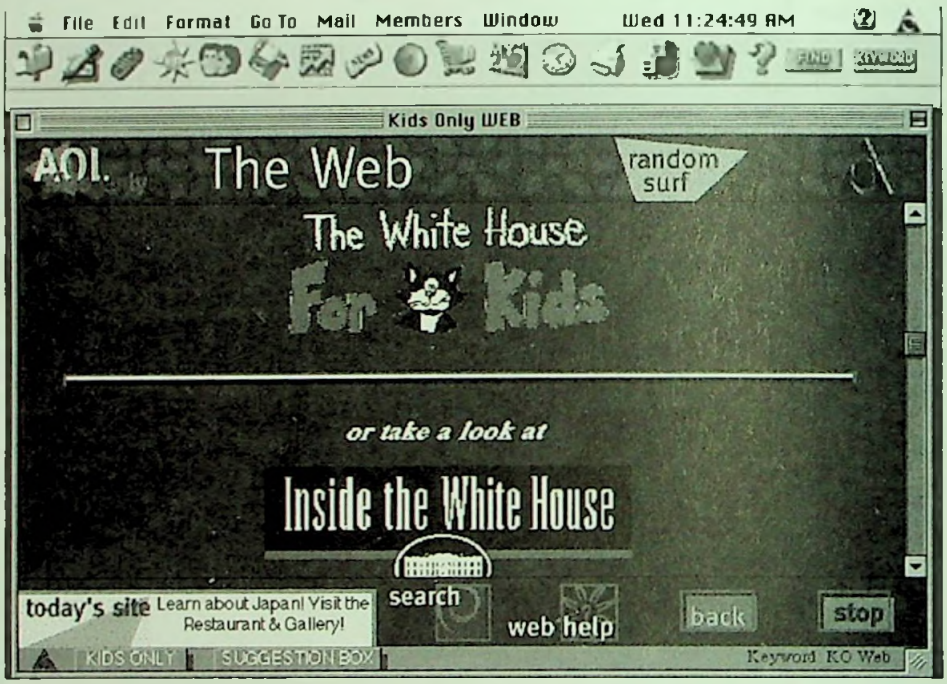


Figure 11-17: The AOL Random Surf feature gets you a new site each time you check it. This time, Socks the cat gives us a tour of The White House!

Getting Homework Help

Having trouble with that school assignment? It's easy to ask the AOL online teachers to help you out. The quickest way to get to the Homework Help area is with a keyword. (Remember that ⌘+K command key shortcut we told you about earlier?) Just type the keyword KO HH (that stands for Kids Only Homework Help), and AOL takes you to the right place (see Figure 11-18).



Teachers, remind students regularly that they can use the AOL Homework Help area when they're stumped on a homework assignment. If some in your class don't have access to the service, you could ask for parental permission first and then hand out a list of kids who have AOL at home.

You have several ways to get the online help you need. One way is simply to look it up, using one of the AOL online encyclopedias — just like the ones you get on a CD-ROM. You also can use the Explore option to check a list of reference sources (sort of an online library) or leave a message on a message board.

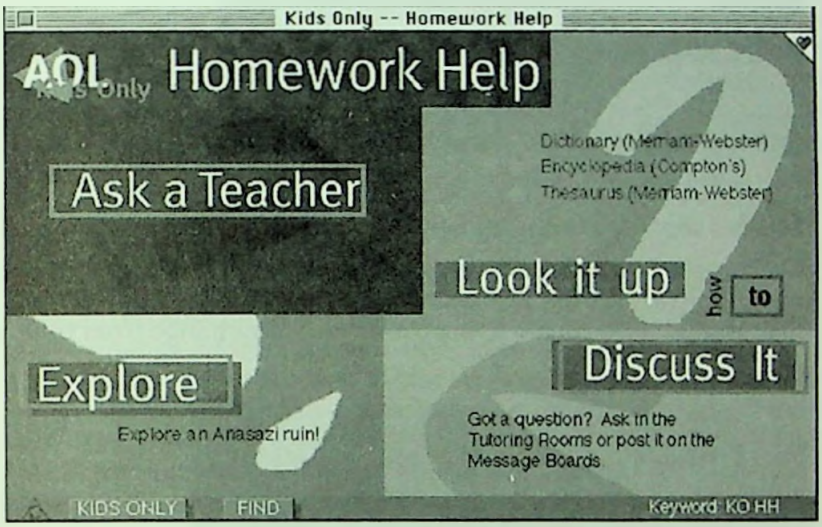


Figure 11-18: The AOL Homework Help center will help you get that assignment finished.

Ask a teacher

But if you need a *person's* help, you may just want to ask a teacher directly. To do that, follow these steps:

1. **Click on the Ask a Teacher button on the Homework Help screen.**

   The Homework Help — Ask a Teacher dialog box appears (see Figure 11-19).

2. **Type your question in the blank input box.**

3. **Click on the subject your question relates to — English & Reading, Science, Math, or Social Studies.**

   AOL sends your message on its way and tells you that it takes up to 48 hours to get your answer — but it usually comes much faster than that.

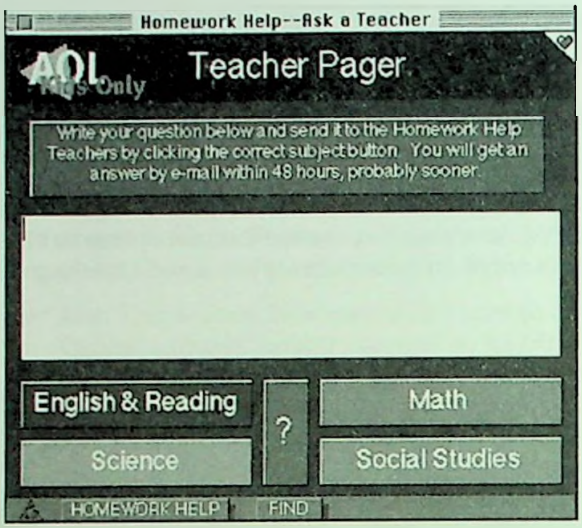


Figure 11-19: When you ask your question here and click on the subject button, you get an answer by e-mail.

Explore the AOL learning area

Click on the Explore button on the Homework Help screen to bring up a set of options that are fun and educational (see Figure 11-20). As with other online areas, the choices available to you may change from time to time.

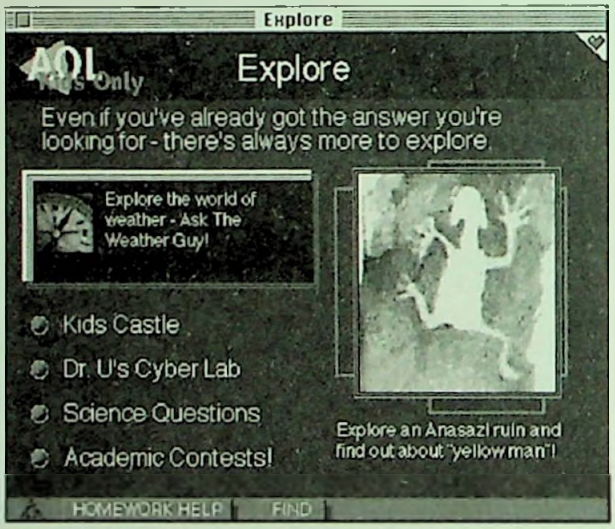


Figure 11-20: Explore the frontiers of science and learn about the weather and more in the AOL Explore area.

Just to get an idea what this area is like, click on Science Questions, which brings up the screen shown in Figure 11-21. You may just want to try the Academic Contests area, where you can pit your skills against fellow AOL members. Challenging, but fun.

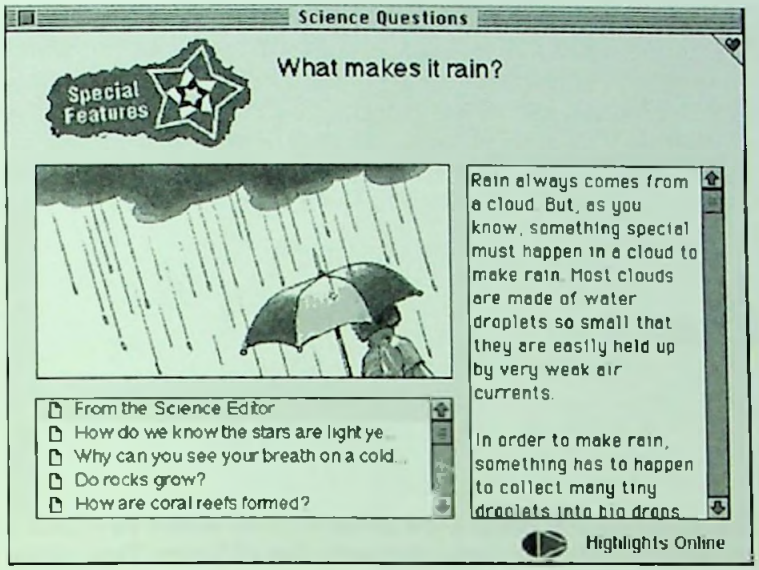


Figure 11-21: Got a science question? The answer may be here.

Talk about it

One of the most popular online activities is the message board where you can exchange information with your friends and other AOL members, and you don't even have to wait for the answer. Just check back during your next online visit. To get to the Discuss It message boards, just click on Discuss It on the Homework Help's main screen (the one you saw in Figure 11-18). When you click on that button, a list of topics appears (see Figure 11-22).

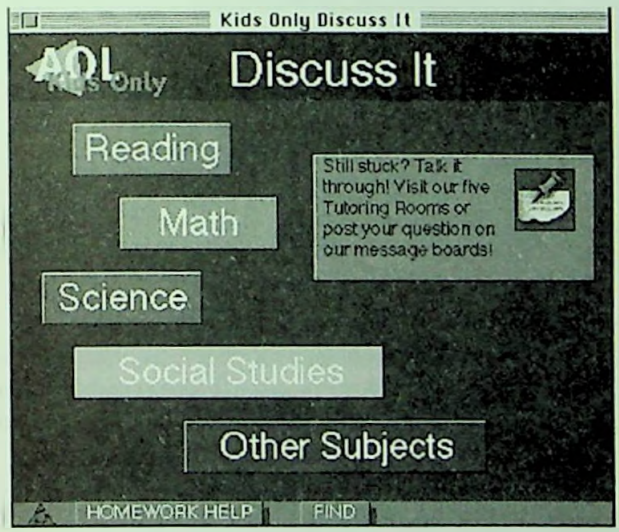


Figure 11-22: The Discuss It message board should give you the answers you need.

The area has four topics, covering reading, math, science, and social studies. A fifth choice is open for other subjects. And if you just can't wait for answers in a message board or from your e-mail box, click on the Still Stuck? icon at the right, where you can visit a Tutoring Room. There you can have a one-on-one chat with an online teacher and get help with your question. Just remember, though, that the AOL teachers aren't available all the time. When you check out a Tutoring Room, you see a schedule showing when it's open.

Online Chatting

An online chat is both informative and fun. You can gather in a special room with your online friends and talk about your hobbies, favorite games, school, and other subjects.

But you need to know about a few ground rules. When you click on the Chat icon in the AOL Kids Only area, you see a list of Safety Tips, shown in Figure 11-23.



Figure 11-23: Before you join an online chat, heed these five special online tips.

Most people behave themselves online. But as you know from school, a few people around just want to show off and maybe make trouble. If you watch those five Safety Tips, you can enjoy your online chat. Follow these steps to begin chatting:

1. **Click on the Go Chat button to enter the AOL Kids Only chat area.**

   The screen shown in Figure 11-24 appears. Wow! All those icons! What do you choose first?

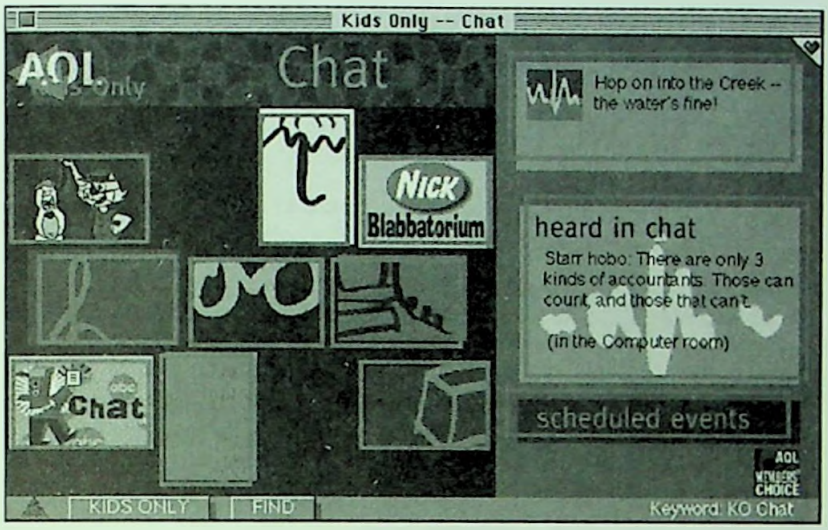


Figure 11-24: Here's the Kids Only Chat center, your gateway to online chats of all sorts.

2. **Click on the scheduled chats button at the lower right of the screen to see what's on the schedule.**

   A screen like the one in Figure 11-25 appears.



Figure 11-25: Double-click on any of the entries you see here to see list of chats on for that day.

3. **Double-click on the day that you want to chat.**

   You then see a wide range of scheduled chats, sometimes featuring authors of your favorite books, or even a TV or movie star.

4. **Click on the close box in the left corner of the schedule screen to return to the Kids Only — Chat screen shown in Figure 11-24.**

   Each of the colorful icons on the screen takes you to a different session.

5. **Click on one of the icons.**

   You then find yourself in an active chat room within a few seconds (see Figure 11-26).

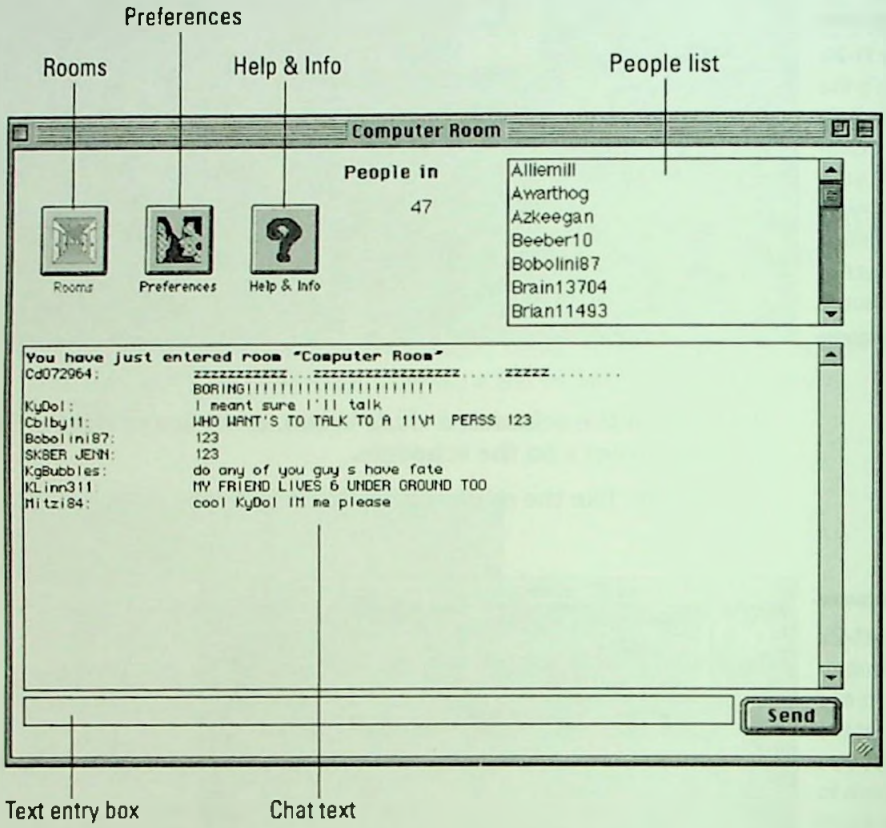


Figure 11-26: Joining a chat already in progress.

If a chat isn't running at the time you check, a little onscreen message says the chat room is closed. Usually, you also see a message announcing when it's open so that you can come back later.

6. **Type a one-line message in the entry screen and click on the Send button.**

   You're chatting!

The interactive chat rooms all look pretty much the same. Only the titles are different. They all have these features:

- **Rooms.** This option isn't available for Kids Only chats, which is why it's grayed out in Figure 11-26.

- **Preferences.** This option lets you choose whether to play chat sounds from other members, put up a message when people enter or leave the room, and put the People List in alphabetical order.
- **Help & Info.** Got questions? This option gives some answers about how the chat is run.
- **People in.** This is a scrolling list of AOL members in the chat room (yourself included). You click on the scroll bars to move the list up and down.



Want to get in touch privately with someone you see in a chat room? Simple. Just double-click on his or her name in the People List. It brings up a little screen like the one in Figure 11-27. At the left of that screen is a button you can use to bring up an Instant Message window, already addressed with that member's name.

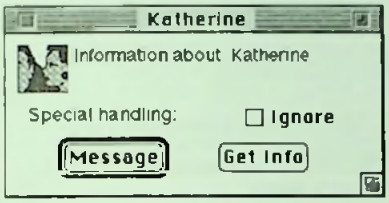


Figure 11-27: This little dialog box lets you send an Instant Message.

As with any gathering with lots of people, you need to be on your best behavior. Think about these things:

- **Don't interrupt.** Watch the progress of the chat on the screen and don't send your text until another member has finished talking. In some chats, called *moderated chats*, you may need to wait for the host to call on you.
- **Don't use bad language.** AOL has rules of the road (called the Terms of Service, or TOS; more on those in a sidebar that follows). If you break TOS, an America Online employee can throw you off the service for the night — or even forever.
- **Stay on topic.** If the folks in the chat room are talking about last night's baseball game, it's bad form to interrupt and start talking about a TV show you saw. If it's an open session, it will be listed as such in the chat schedule.

The AOL chats are fast and fun and a really great way to enjoy your online life. Once you get the hang of it, you'll find it's as much fun as talking to your friends on the phone. You may even want to become a chat host someday. The AOL online community leaders, the people who run the forums, sometimes recruit a young chat host from chat room regulars.

Using America Online's Parental Controls

This section deals with setting up America Online for kids under 12. If you're a kid under 12 (or even 12, okay?) please get one of your parents to help out here.



For most members, AOL is a fun experience, but you'll want to take a few precautions. First, you'll want to set up a screen name — an account just for your younger kids so that they are limited to areas of the service that are appropriate for youngsters. AOL has a special feature to set this up called Parental Controls. To use this feature, you must connect to AOL using the Master account. That's the name at the very top of the pop-up list of screen names shown under Select Screen Name when you first launch AOL. It's also the screen name that you first chose when you joined America Online. When you log onto AOL, choose Members➪Parental Control. That command brings up the Parental Controls Screen shown in Figure 11-28.

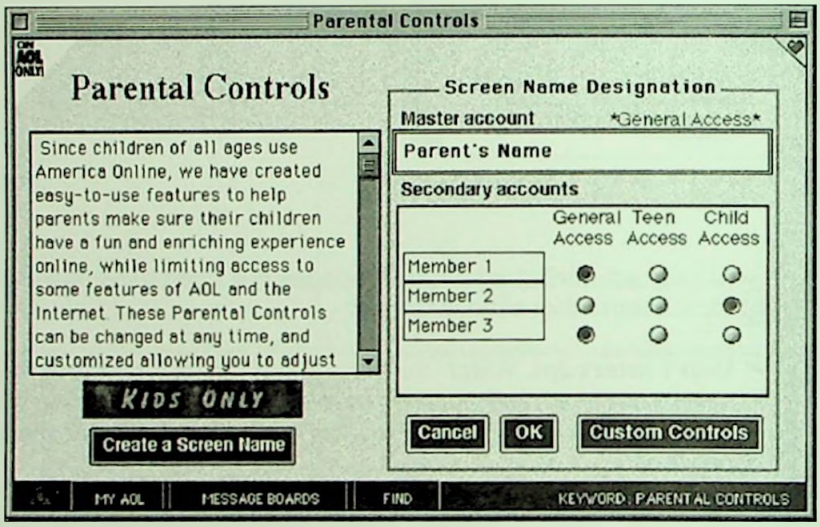


Figure 11-28: Parental Controls let you customize the features available to your younger kids.

When you look at the screen, the Master account name is at the upper right, and the Secondary accounts (the others) are listed beneath it. You can create special access for each account. Here's what the choices do:

- **General Access.** This option lets you visit all the areas on AOL.
- **Teen Access.** This account lets those above the age of 12 visit all online areas and a specially selected range of WWW sites. In addition, access to Internet newsgroups is limited to the ones that don't allow file attachments.

- **Kids Only.** This account restricts you to the Kids Only channel and a specially selected range of Web sites. You can receive e-mail, but other people cannot send you files via e-mail.

Any of these choices can be adjusted with an option called Custom Controls (the icon at the lower right of the Parental Controls screen).



Check the AOL terms of service

AOL has a set of rules of conduct, probably similar to the ones your kids have at school. The first time you set up an account, it's a good idea to review those terms so that you can instruct your kids on appropriate online behavior. You can always access them using the keyword TOS.

The terms are written in legal language, but they basically state that all members are expected to behave themselves online. Treat others with respect, don't insult people, and don't use bad language. So long as your kids stay cool, everything will be okay. Let your kids know that if they don't follow those rules, you could lose your Master account. (It's kind of like being suspended from school. Often it's harder on the parents than it is on the kids.)

Chapter 12

So What Is the Internet, Anyway?

In This Chapter

- Meeting the Internet
- Getting a handle on Internet services
- Understanding Internet addresses
- Installing Netscape Navigator
- Using Netscape Navigator
- Sending e-mail with Navigator
- Keeping kids safe online

There's a world that you may never have imagined waiting for you. It's a world made of ideas, with fast and furious debates; it's made of flashy graphics and wild sounds; and it's made of words and the need of one person to reach out and touch another with thoughts and dreams. This magic world is called the Internet, and all you need to get there is a Mac, a modem, and a little software. This chapter shows you the tools and the basic signposts you need to navigate through this new world, and by the time you're done, you should be pretty comfortable with getting around the Internet.

What Is the Internet, Anyway?

Think about your computer. You've got this computer, and you want to use it to talk with other people who also have a computer. If that other person is in the same building, then it's pretty easy to get the two computers to communicate, or *network*, with each other. All you need is a couple of $10 network connectors and a length of telephone cable. (Check out Chapter 2 if you want more details.)

If you want to add more Macs to your network, all you need is more cable and another connector. That's how many computer networks in businesses work; they are a bunch of computers all hooked together with cables. But

what if someone with a computer on one network wants to talk with someone with a computer on another network? In that case, you could figure out a way that the two networks could talk over the telephone system. And that's just what happened when people started building computer networks in the 1970s and 1980s.

A little history

Uh-oh. You saw the word *history* and you started to think that this was school or something. Don't worry, we'll get past this stuff quickly, and there won't be a test afterwards.

Back in the 1970s, the United States Department of Defense, along with several major colleges and universities, began the first experiments in computer networking, creating something called the ARPANET. They were researching how computers could be made to talk reliably to one another. In order to do that, the researchers built high-speed telephone lines connecting the different research centers. After a few years of research, they realized that they needed to make sure that all the computers on the network spoke the same language, so these computer scientists invented a networking language called TCP/IP.



What is TCP/IP? As you may have already seen on TV and in ads, lots of weird language and funny abbreviations are associated with the Internet. There's a simple reason for this: the people who invented all this stuff were super computer geeks, and they never imagined that this stuff would be used by anyone who wasn't a super computer geek. So they named all these things in ways that make sense for geeks but may not be too clear for the rest of us.

Now, if you really want to know what TCP/IP means, we'll tell you, but you'll never need to know it again. TCP/IP stands for *Transmission Control Protocol/Internet Protocol.* Wasn't that a thrill?

After the invention of TCP/IP, the ARPANET became the core, or what we now call the *backbone,* of the Internet, which was born in 1983. Things began to happen much more quickly. A common networking language now existed, and a high-speed network became available, so more universities began to hook their networks into the backbone. Scientists, teachers, and students at one university could send information easily to their friends at other universities, which helped everyone's work tremendously.

A zillion networks

The Internet has kept growing since the 1980s, with the biggest growth happening since about 1993. It is now thousands and thousands of separate networks that are all connected together by special digital telephone lines. The United States government got out of the business of running the main Internet backbone connection a few years ago, and it is now operated by big telephone companies, such as MCI and Sprint. But just because these companies operate the backbone doesn't mean that they run or own the Internet. In fact, nobody owns the Internet. Nobody *could* own the whole Internet, because it is made up of so many separate networks. The best way to think of the Internet is just as a network of networks.

Because no one company owns the Internet, when something goes wrong, there's usually nobody to complain to. If you are trying to get to a certain place on the Internet, and a network problem occurs between you and the site that you are trying to reach, you might not get through. All you can do about it is to wait and try again later. Chances are the network blockage (it's like a traffic jam) will clear up soon.

Online services such as America Online and the Internet are two different things. America Online is owned by one company that has created everything on the service in order to give its customers interesting and cool information. Everything on America Online has been approved for your viewing by the America Online staff. That isn't the case with stuff that is on the Internet. What you see on the Internet, and especially on the World Wide Web, has been placed there by thousands of companies, organizations, or individual people — anyone with access to a *Web server*, a computer that is hooked up to the Internet and that provides Web pages.

How big is the Internet?

No one knows just how big the Internet is. Again, that's because nobody's in charge of the whole thing, and it's growing too fast. Some companies and people try to estimate the size of the Internet, but estimates are about all we have — and people argue about whether the estimates are correct. As of January 1997, about 14 million different machines had Internet addresses. These machines range from super-powerful Web servers to your Power Macintosh sitting under your desk. There are something between 35 and 50 million users worldwide, in 241 countries or other geographic units (some places that aren't countries of their own, such as Puerto Rico, still have their own Internet addresses). There are more than 520,000 Internet groups, called *domains* (you can read about domains later in this chapter). What we *do* know is that the Internet is growing at an explosive pace; it is doubling in size every twelve to fifteen months. At this rate, something like 200 million people will be using the Internet by the year 2000.

Internet Services

So far, we've looked at the physical nature of the Internet, the cables that connect all the thousands of computers that, taken together, we call the Internet. But the cables aren't the important part of what the Internet is; what really counts is the information that flows over those cables. That information comes to you through Internet services, such as electronic mail (e-mail), the World Wide Web, and the ability to send and receive files over the Internet. Let's look at each of these services, and you can get a good idea of how you can use them for fun and for learning.

World Wide Web

The World Wide Web has made the Internet popular — so much so that many people think that the World Wide Web *is* the Internet. But that's not true at all. Lots of information travels over the Internet that has nothing to do with the Web. E-mail, for example, is used more than the Web.

But there's no denying that the World Wide Web is the newest and the most interesting (not to mention the fastest-growing) part of the Internet. The Web has been around only since 1991, when the first Web site was set up in Switzerland to help out physics researchers. Amazingly, the Web grew out of a program that one of the researchers, Dr. Tim Berners-Lee, wrote to help him keep track of his own research. His supervisors saw this program and thought it could be used to share information between research centers.

Because the researchers wanted a system that any kind of computer could read and access, they went for the lowest common denominator, which for computers is plain text. But they didn't want to lose the benefits of styled and formatted text, like boldface, italics, fonts, and so forth, so they took an idea that had been around for some time, called SGML, which added special markers or tags to text to indicate to every computer how the text should be formatted. The researchers stripped down SGML and turned it into a scheme called HTML, which stands for *Hypertext Markup Language*. With some changes and additions, HTML is still the basis for the World Wide Web. The *Hypertext* part of HTML is the most important part because hypertext is text that serves as a link to other text, and on the Web, that link can lead you to anywhere else in the world.

Everyone accesses the World Wide Web using a special kind of program called a *browser* program. The America Online software has a Web browser built into it, but the browser you may have seen on TV or on a friend's computer is Netscape Navigator from Netscape Corporation (see Figure 12-1). With a browser, you can read Web pages, which have text, graphics, and even video and sound files. We show you how to get around on the Web using Navigator later in this chapter.



Figure 12-1: Netscape Navigator is your window to the Web.

Electronic mail

Electronic mail, usually called *e-mail*, is the biggest of all the Internet services. More e-mail passes over the Internet each day than all the information in all the Web pages combined. In some ways, e-mail is a lot like letters you send to friends using the regular U. S. Post Office. Letters have a place where you put the address and a place where you write the message. The difference, however, is that you don't have to find a stamp and go to the post office (or wait for your mail carrier to pick up your letter), and your friends can receive your messages within a minute, no matter where in the world they live. A little later in this chapter, you see how to send and receive e-mail using Netscape Navigator (it does mail, too!).

FTP (File Transfer Protocol)

Besides offering e-mail and Web pages, the Internet has a lot of useful files. These files can be programs that help you with your schoolwork, new games for you to play, or fun bits of clip art that you can add to your own Web pages.

Getting a file from a computer somewhere out there on the Internet to your machine is called *downloading*. *Sending* a file to a machine up on the Internet is called *uploading*. Either way, you need a program that can use the

Internet's *File Transfer Protocol*, or FTP. The good news is that you already have a program that can download files via FTP, because Netscape can do that as well as browse the Web and get your e-mail. Netscape will also tuck you in at night, and do your homework for you, too. You wish!



The CD-ROM that comes with this book has Anarchie, the program that we think is the best FTP program available for the Macintosh. This program comes with a Bookmark list of many of the best file collections, which are also called *FTP sites*. Figure 12-2 gives you a look at Anarchie.

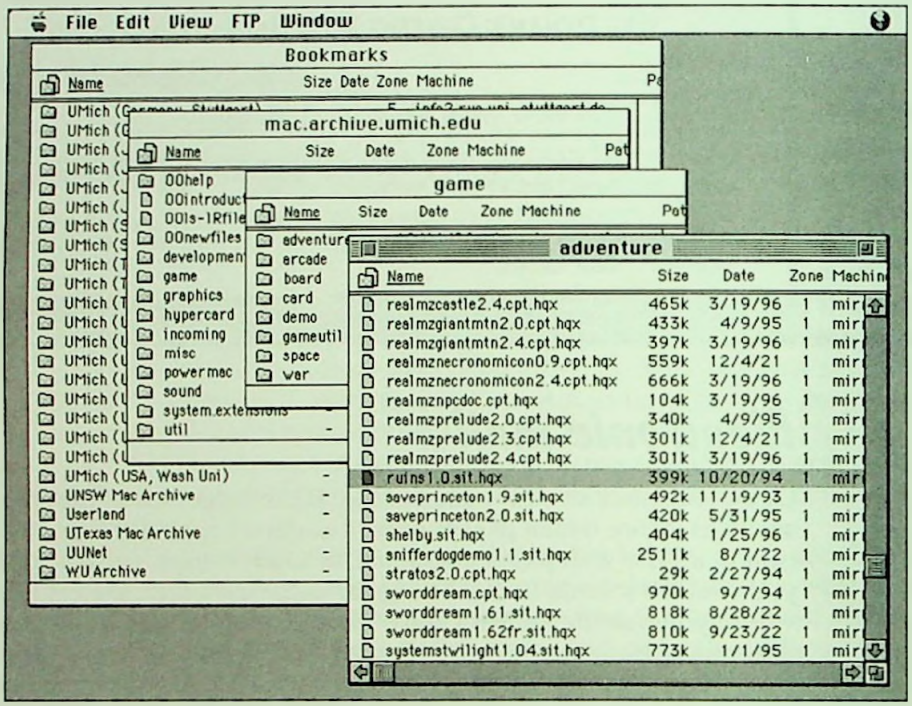


Figure 12-2: Anarchie lets you download files from FTP sites.



You may have heard about computer viruses, programs that someone deliberately writes to mess up computers. Well, here's my opinion on whether you should worry about getting a computer virus from downloading files from the Internet. While it's true that there are viruses out there that affect the Macintosh, these viruses are rare and more of an annoyance than destructive. For those poor folks who have DOS or Windows machines, it's a different matter; there are lots of viruses (and nasty ones, too) for those platforms.



We've now been using the Internet heavily for almost four years, and we've never had a problem with a virus. Just to be on the safe side, we run a virus-checking program called Disinfectant (on the CD-Rom which comes with this book) about once every month or so.

Other services

Besides the services that are mentioned in the preceding sections, there are other, older Internet services that you should be aware of. You probably won't run into these (except for Usenet) until you're pretty experienced with using the Internet, but at least you should know what each one of them is.

Archie

As FTP sites grew over the years, they got too big for any one person to know what was in them. So people got the idea of creating a catalog or index of FTP sites that could be searched quickly by a particular program. That's what Archie is; a search engine that lets you search one or more FTP sites. Web-based search engines, such as Infoseek and AltaVista, have replaced most of the Archie servers. For more about these Web search engines, check out Chapter 13.

Usenet

The Usenet is the worldwide bulletin board system. It is made up of more than 25,000 subject areas, called newsgroups, and as you can imagine, with that many subjects, there's a newsgroup for just about every taste (and then some!). You can access Usenet with Netscape by choosing Window➪ Netscape News.



People on Usenet are famously intolerant of new users, and they can be pretty nasty to people who they think are asking ignorant questions. If you start reading a newsgroup, you should just hang out for awhile and get the lay of the land before you start posting (sending) things yourself.

Gopher

This service is another casualty of the World Wide Web. Gopher was a way to store and catalog text-based information, especially scientific research. You used a special program, called a *gopher client*, to dig through subject categories until you found what you were looking for. Because gopher could give you only plain text, it fell out of favor when the Web arrived, because the Web uses text, pictures, sounds, and even video. In the rare case that you run across a gopher server, Netscape can handle and display the information on the server.

Internet Relay Chat (IRC)



You can chat on the Internet, almost the same way you can chat on America Online. The difference is that it's easy on America Online and awfully darn hard on IRC. IRC has a confusing number of weird commands and other things you have to learn in order to hook up to and use a chat server. If you're interested, we've included the IRCLE program. As far as we're concerned, you're better off restricting your chatting to America Online.

Telnet

Imagine a powerful computer thousands of miles away. Now imagine that you could control that computer from the keyboard of your computer, as if you were sitting in front of the far-away computer. That's what telnet lets you do. You can log on to a remote computer and control it from your machine. You can also run programs on the remote computer. Because telnet is a pretty simple and dumb service, you can do things only in plain text. You also usually need some knowledge of the UNIX operating system, which is so geeky that most normal folks take one look and run away screaming.

How Do I Get There from Here?

If you want to get around on the Internet, then you have to understand how Internet addresses work. Actually, there are two main kinds of Internet addresses — e-mail addresses and Web addresses. This section presents both kinds of addresses in detail. This stuff gets kind of geeky, but it's important to know so that you can find the things that you want and send mail to your friends.

Domain? What's a domain?



Each time a computer connects to the Internet, that computer is assigned a different address that is made up of a series of numbers. For example, the address (also called the IP address) of one of the computers may be `206.117.101.211`. The trouble is that it's not very easy for people like us to remember 12-digit numbers: It's lots easier to remember names. We don't want to have to type or say `206.117.101.211` whenever we want to use our Internet address. We want to use words we can halfway remember, such as `host1.negrino.com`.

Fortunately, the Internet Service Provider does the dirty work by having a computer, called a Domain Name Service (DNS) *server* convert computer names to IP numbers. So if you type `host1.negrino.com` or any other Internet address into your Web browser, the browser program shoots that request to the nearest DNS server, which has a list of all the machines out there, and converts the name to its IP number and then directs the browser to the proper address.

The people who invented the Internet knew that they would have to come up with a naming system that was flexible enough to grow along with the Internet and that would make sense to people. So they decided to split up the names according to the type of organization that they expected would be using the Internet. The researchers came up with six main areas, which

they called *top-level domains*. The following table shows the Big Six top-level domains, and the type of organization each one is. With both e-mail and Web addresses, these top-level domain are usually at the end of the address.

Domain	*Organization*	*Example*
.com	Commercial; used by businesses	idgbooks.com
.edu	Education; used by schools, colleges, and universities	ucla.edu
.org	Nonprofit organization	fair.org
.net	Network; used mainly by Internet Service Providers	earthlink.net
.gov	United States Government site	whitehouse.gov
.mil	United States military sites	army.mil

Sometimes you may see a period and two-letter extensions after the top-level domain, such as .com.uk, or .net.il; these are country codes. In the two examples here, the first stands for the United Kingdom, and the second is Italy. The following table lists more of these country codes, so you can tell where people are from when you see messages from them.

Code	*Country*
.ca	Canada
.ch	Switzerland
.de	Germany
.es	Spain
.fr	France
.il	Italy
.jp	Japan
.mx	Mexico
.nl	Netherlands
.uk	United Kindom (England)

E-mail addresses

An Internet e-mail addess can take several forms, but it always has at least two characters in it: the @, which in an address is pronounced *at* and a (.), which is pronounced *dot*. You say this e-mail address, kids@negrino.com,

for example, this way: kids at negrino dot com. (If you're wondering, you pronounce Tom's last name as *nuh-gree-noh*. Oh, you weren't wondering? Okay, fine. See if you're invited to his next party).

Besides the @ and the dot, an e-mail address always includes a person's username (the name they have with their Internet provider), the Internet provider's name, and a top-level domain or country code. If the provider has more than one computer, you can also have a machine name in there, too. Check out these examples. By the way, none of these are real addresses, so don't bother trying to send mail to them.

`person@host.domain`	`joe@negrino.com`
`person@machine.host.domain`	`schmoe@crimson.harvard.edu`
`person@machine.host.domain.country`	`smith@beelzebub.demon.com.uk`

Even though all these addresses look different, they are examples of mail addresses that would be valid if we hadn't made them up. You can even have more than one dot on the left side of the @ sign, like `john.doe@apple.com`, but you can have only one @ sign in an e-mail address. Another important thing to know is that you should type all Internet addresses, both e-mail and Web, in all lowercase (no capital letters). That's because some of the computers out on the Internet are so dumb that they think there's a difference between uppercase and lowercase: Some computers think that `sean` is an entirely different word than `SEAN`.



If the person you want to reach is a member of an online service such as America Online or CompuServe, he or she still has an Internet-style address. Both of these services have mail gateways to the Internet, and they have their own domain names. So if you know your friend's America Online screen name, all you have to do to send mail from your Internet account is to type his or her screen name, followed by `@aol.com`, and your mail will get to him or her. If someone has the America Online screen name Godzilla, for example, the Internet-style address is `godzilla@aol.com`. CompuServe works the same way. You follow a CompuServe user name or user number with `@compuserve.com`.

Web addresses

The addressing scheme for Web sites builds on the one for e-mail addresses, but adds a few new twists. Web addresses are one of a type of address called a URL, which stands for *Uniform Resource Locator*. The nice part about URLs is that they can point you exactly to any Web page or any file on an FTP site. In fact, there's a URL for everything you can get to on the Internet.

A URL begins with a code that tells you what sort of file the URL is pointing to, then the name of the machine that the file resides on, then the directory (a directory is like a folder on your Mac) the file is inside, and then the exact name of the file that you want. Check out Figure 12-3 for a detailed look.

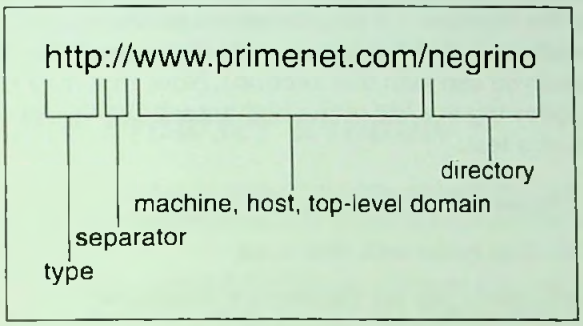


Figure 12-3: The anatomy of a URL.

The type code at the start of the figure is the code that tells you that this particular URL is going to take you to a Web page. If you remember the type codes, you'll always know what a particular URL you may run across will lead you to on the Internet. The following table lists the codes and what they mean. The `://` after each code are separator characters that set the type code apart from the machine name.

Type Code	*Leads To*
`http://`	A Web page (and stands for *hypertext transport protocol*, something you'll never need to know again)
`ftp://`	An FTP site at which you can download or upload files
`gopher://`	A gopher server which will get a page of information for you
`news://`	A Usenet newsgroup that has a particular message
`mailto:`	An e-mail address. Note that you don't use the two slashes on this one. This URL is used mainly in Web pages, as in `mailto:kids@negrino.com`

Installing AT&T WorldNet and Netscape

This is the point where you need to get a little help from your parents. (If your family already has an Internet provider, you can skip this section and leave your hard-working parents alone.) So call your Mom (or your Dad) over to the Mac and ask for help. If she or he gives you that old "But I don't

know anything about computers!" line, just point to the paragraph below, say, "It's easy! Just look here!" and then take a break and let the parent-type take care of business.



Hello, parent! If you don't already have an Internet Service Provider and an existing Internet account, you get to install Netscape Navigator and sign up for the AT&T WorldNet Services. (If you do have a service provider, chances are that you've already installed Navigator or its close rival, the Microsoft Internet Explorer, and you can skip this section). Now, this may sound like a hairy process, but following is a list of the highly technical tools that you need to accomplish this feat:



___ Your index finger (to click the mouse button)

___ The CD-ROM that came with this book

___ A credit card (gotta pay for the service somehow)

___ The "CD Installation Instructions" page in the back of this book

___ The Installing AT&T WorldNet Service page in the back of this book



Turn to the appendix, which has a listing and description of all the software on the CD-ROM. Follow the instructions there to insert the CD-ROM into your Mac, and then find the folder that has the AT&T WorldNet Services installer program. Inside the folder are the instructions that walk you through the installation process.

Thanks for installing the software! Oh, before you go, you might want to read the section at the end of this chapter called "Just for Parents: Keeping Your Kids Safe Online." When you're done, call the kid back to the computer. Okay? Thanks.

Hey, you're back! And just in time to find out more about the Internet, too! So let's get right to it. Now, where were we? Oh, yeah, we were going to start browsing the World Wide Web.

Using Netscape Navigator

Netscape Navigator is the main browser program that you can use to surf the Web, and this section gives you a guided tour of Navigator, letting you know how to use it to get around on the Web. Navigator got its claim to fame as a Web browser, but the fine folks at Netscape hope that you'll use it for all sorts of things — even your Internet e-mail. Navigator can do all the following things — you don't need to have separate programs for each function:

- Web browser
- E-mail program

- Usenet newsgroup reader
- FTP file downloading program
- Gopher information reader

Although Navigator can do all those things, this chapter concentrates on using it to browse Web sites.

The browser window

The Navigator browser window shown in Figure 12-4 opens whenever you start up the program. Let's take a tour of this window.

When you opened Navigator, chances are that it went automatically to a home page, which is set in Navigator's Preferences dialog box. That page could be almost anywhere on the Web, depending on what URL is listed in the Preferences. In Figure 12-4, it went to the AT&T WorldNet home page, which is the page that WorldNet sends you to when you sign up for their service.

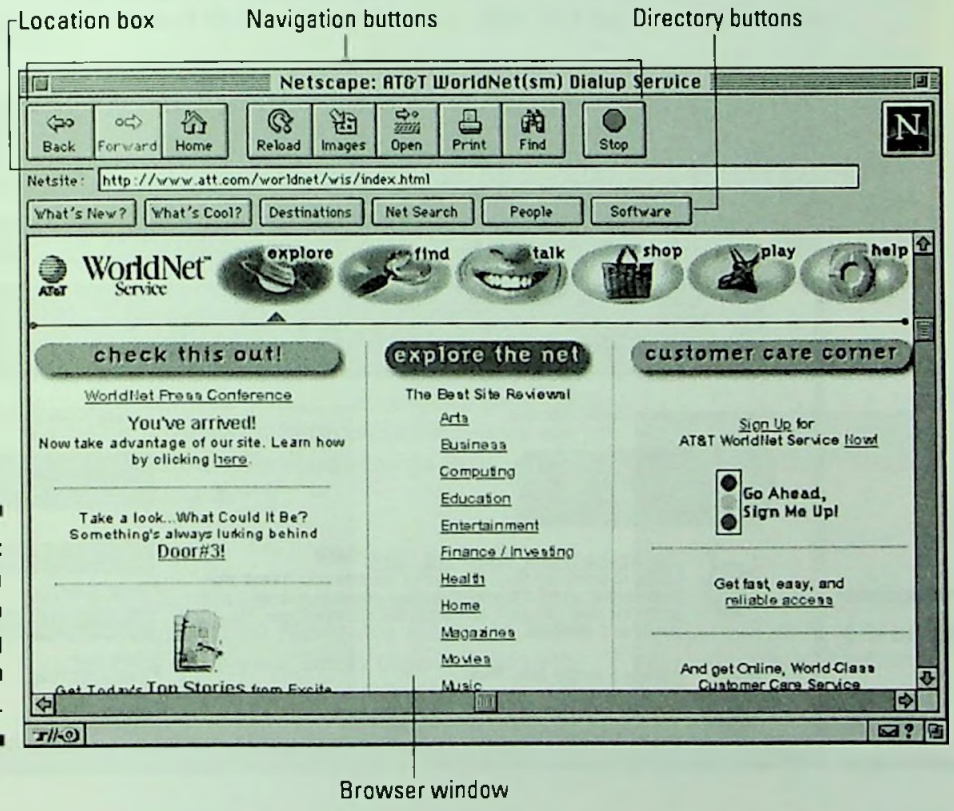


Figure 12-4: The main Web browsing window in Navigator.

Location box

This is the input box in which you type the URL you want to access; after you finish typing the URL, press the Return key on your keyboard to tell Navigator to go to the URL. In different versions of Navigator, the label next to the Location input box has been different (can't these programmers make up their minds?). Depending on the version, it may say "Location," "Go To," or even "Netsite" (and was that one ever a geek's dream!). This input box also tells you the URL of the current page that you're on. No matter what it's named, all you have to do is click within the Location input box, type the URL, and press the Return key. In order to try out the features of the browser window and the navigation buttons, let's go to another Web site. Type **www.dummies.com** into the Location input box and press the Return key on your keyboard. Your screen should now look something like Figure 12-5 (don't worry if it doesn't look exactly the same; the folks at Dummies Press are changing their site all the time).



In Navigator, you don't have to type in the entire URL of a site you want to visit. You can always skip typing the `http://` part of the URL, because Navigator assumes it and puts it in for you when you press the Return key. In fact, sometimes, you don't even have to type in the `www.` or `.com` parts of the URL. Because most (more than 80 percent) of the places on the Web start with `www.` and end with `.com`, if you don't tell it otherwise, Navigator

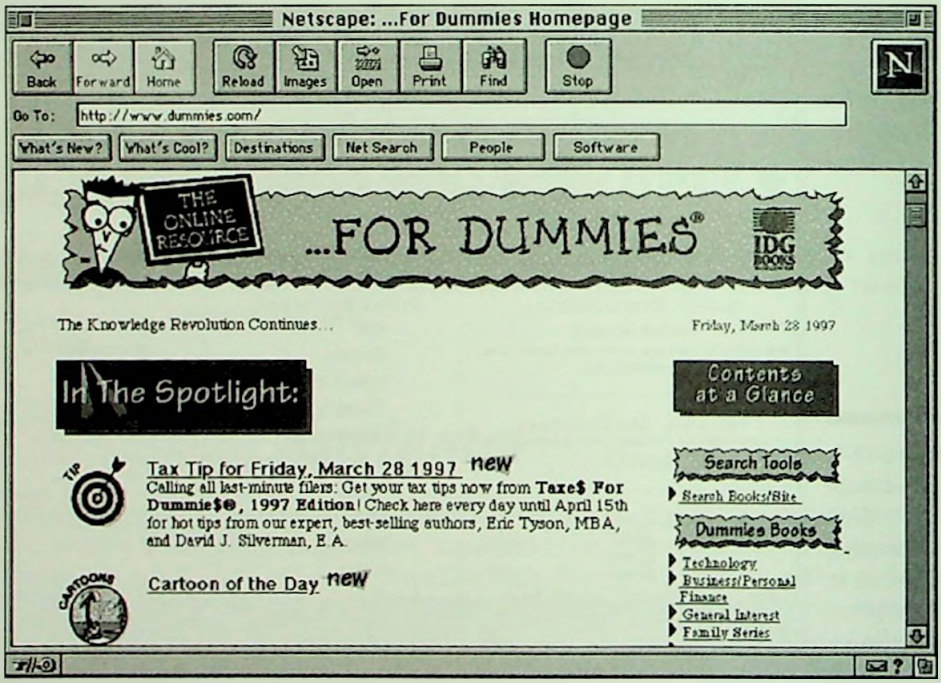


Figure 12-5: The Dummies Web site.

slaps these onto any word that you put in the Location box. Try it by typing **mtv** into the Location box and then pressing the Return key. You end up on the MTV Web site.

Navigation buttons

Right above the Location input box is a set of buttons called the navigation buttons. The buttons help you move from one page to the next, move to your home page, or get around on the Web page that you're currently viewing. Check out Figure 12-6 for a closeup.

Let's look at each of the buttons, and see in detail what each one does.

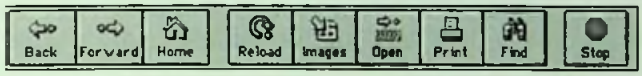


Figure 12-6: Netscape Navigator's navigation buttons.

Back

When you click on the Back button, the browser brings you to the page you were just viewing. You can keep on clicking on the Back button to go to previous pages. It's useful when you're surfing and want to get back to a place that you want to read again. But the Back button works only in the surfing session that you are currently in. You can't use the Back button to get to that cool page that you saw last week. (You can also go back a page by choosing Go⇨Back, or by pressing ⌘+[.)

Forward

When you use the Back button and then click on the Forward button, Netscape returns you to the original page. Most times, this button is grayed out (which means it is unavailable), because you are at the front of your surfing session. (You can also go forward a page by choosing Go⇨Forward, or by pressing ⌘+].)

Home

The Home button brings you back to the home page — the page that loads automatically when Navigator starts up. When you click on Home, you are required to click your heels together and sing, "There's no place like home. There's no place like home." Not!

Reload

The Reload button tells Navigator to go out to the Web and refresh, or redownload, the current page. This reloading is useful with pages that have constantly changing content, such as online news. (You also can reload a page by choosing View⇨Reload, or by pressing ⌘+R.)



Sometimes Navigator keeps copies of pages that you have visited recently in a special folder called the cache (pronounced *cash*). Sometimes the Mac grabs a page from the cache rather than download a fresh copy. To make sure that the page you're reloading is squeaky-clean and has that fresh smell, hold down the Option key on your keyboard, choose View⇨Super Reload.

Images

Kind of like Reload, the Image button tells Navigator to refresh just the graphics on a page. People with slow connections seem to use this the most because they don't always download all the graphics from a page before they press the Stop button.

Open

The Open button displays a dialog box in which you can type a URL (not commonly used; most people use the Location input box). (You can also open the Open dialog box by choosing File⇨Open Location, or by pressing ⌘+L.)

Print

The Print button prints the current page on the printer you have selected in the Chooser. (You can also print a page by choosing File⇨Print, or by pressing ⌘+P.)

Find

The Find button pops up a dialog box that lets you search for text on the current page. This is really useful if you're looking on a long page that's packed with words and you just want to find where one word is. (You can also find text on a page by choosing Edit⇨Find, or by pressing ⌘+F.)



Looking for the same thing more than once on a page? After you use Find to find it the first time, choose Edit⇨Find Again to find the next example of the text in the page. You can press ⌘+G to do the same thing. When Navigator beeps at you, it means that the text doesn't have what you're searching for.

Stop

The Stop button tells Navigator to stop attempting to load a page. (You can also stop loading by choosing Go⇨Stop, or by pressing ⌘+(.). That's holding down the Command key and typing a period.)

Directory buttons

All the Directory buttons take you to advertiser-supported pages at the Netscape Corporation Web site. These pages change all the time, so we can't be more specific about what happens when you click on one of these buttons.

This Button	*Takes You To*
What's New?	A page with links to new and interesting sites around the Web and also what's new with Netscape.
What's Cool?	A page with links to weird, interesting, or fun sites around the Web.
Destinations	A page that has lots of links to a variety of general-interest sites, broken down by category.
Net Search	The Netscape Find page, which gives you a variety of tools with which to search the Web for information. The page includes (when we wrote this) links to Yahoo! and Infoseek. See Chapter 13 for more information about Internet search engines.
People	A page in which you can search online white and yellow pages, e-mail address directories, and the like.
Software	A page at which you can download the latest versions of Netscape's software from their Web site.

The Navigator menus

We're not going to go through all Navigator's menus — just the ones that you need for Web browsing. If you need more help, choose Help⇨Handbook in Navigator (if you have System 7.5 or later, that's the menu at the upper right end of the menu bar, with the question mark; if you're running an earlier version of the software, you don't have this menu).

Bookmarks menu

Bookmarks are a way to store page locations that you may want to use in the future. Rather than remembering the URL for a page, you can set a Bookmark, which stores the URL and puts the name of the page (the name that shows up in the page's title bar, at the top of the browser window) in the Bookmark menu.

To create a bookmark, go to a Web page and choose Bookmarks⇨Add Bookmark; Netscape adds the name of the page to the bottom of the Bookmarks menu. To go back to that Web page in the future, simply choose the page's bookmark you want to go to from the Bookmarks menu.

Go menu

This menu keeps a list of the recently-visited pages in the current surfing session. To go back to a page, choose it from the Go menu.

Opening multiple windows

You can open more than one browser window at a time. This is useful because sometimes you want to have one page available and read another page in another window. Browser windows are independent, and you can have as many Web pages open as your Mac's memory can handle (but because Navigator can be a cranky program, we suggest that you limit yourself to no more than three or four browser windows open at any one time). To open another browser window, choose File➪New Web Browser.

Contextual menu

Click and hold down the mouse button on a Web page; after a second or so, you get a pop-up menu. Depending on what you've clicked on, the menu will contain different options, as shown in Figure 12-7. The menu on the left pops up after you hold down the mouse button over a blank space on the Web page, and it allows only Back and Forward options. We think this is the most useful way to use this contextual menu, and we use it all the time. Clicking and holding down the mouse button over a link gives you several options; the most commonly used one is New Window with this link.

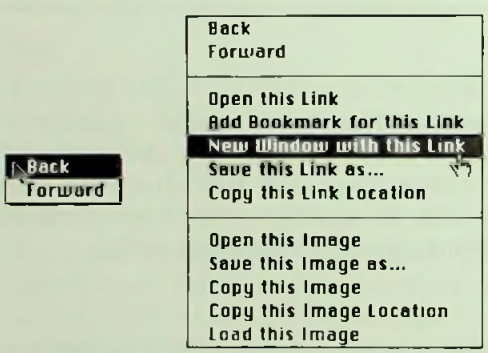


Figure 12-7: Two examples of the contextual menu in Navigator.

Customizing the browser window

You may have noticed that the pictures of the browser window in this chapter look different from the ones in the other chapters. That's because this browser window is the way it looks when you first install it. We customized our browser windows (and you can, too) to gain some more screen space for Web viewing. The two main things you can do are these: You can hide or change the appearance of the navigation buttons (the toolbar), and you can hide the directory buttons. To fiddle with the preferences, follow these steps:

1. Click on Options.

The Options menu, shown in Figure 12-8, appears. As you can see, three options are checked: Show Toolbar, Show Location, and Show Directory Buttons. To uncheck any of these, just click on the item. Personally, we hardly ever use the Directory buttons, so they're the first things we hide. But we use the Location box and the toolbar buttons all the time. Don't you wish you could make the buttons smaller, though? Well, you can.



Figure 12-8: Navigator's Options menu.

2. Choose General Preferences.

The General Preferences dialog opens, as shown in Figure 12-9.

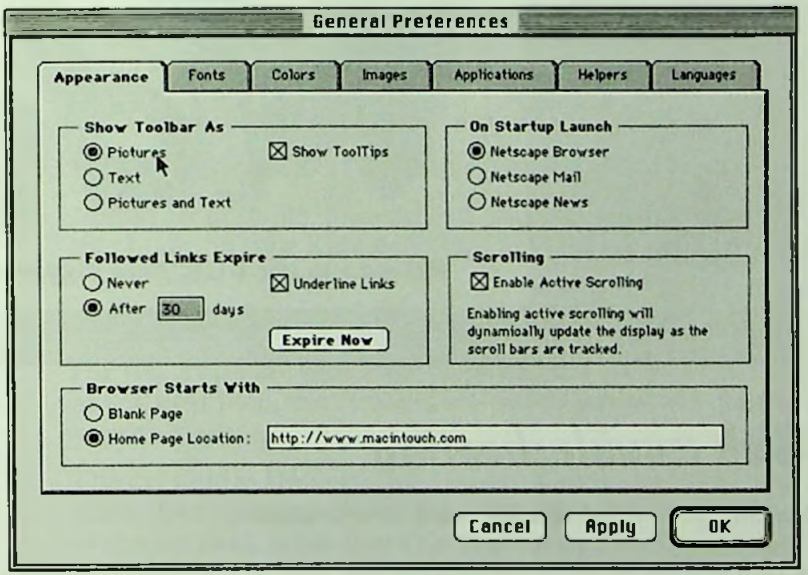


Figure 12-9: The General Preferences dialog box.

3. **Click on the Pictures radio button in the Show Toolbar As section of the dialog box, and make sure that the Show ToolTips check box is checked.**

   Note that this is also where you can change your default home page by typing in a different URL in the Home Page Location input box.

4. **Click on the OK button to save your changes and close the dialog box.**

   The results of the changes are shown in Figure 12-10. ToolTips (you can see one if you look carefully at the picture; it says Go To Home Page) are pop-up labels that appear when you move the mouse cursor over a toolbar button. That lets you shrink the buttons down to just icon size but still get text that reminds you what the button does.

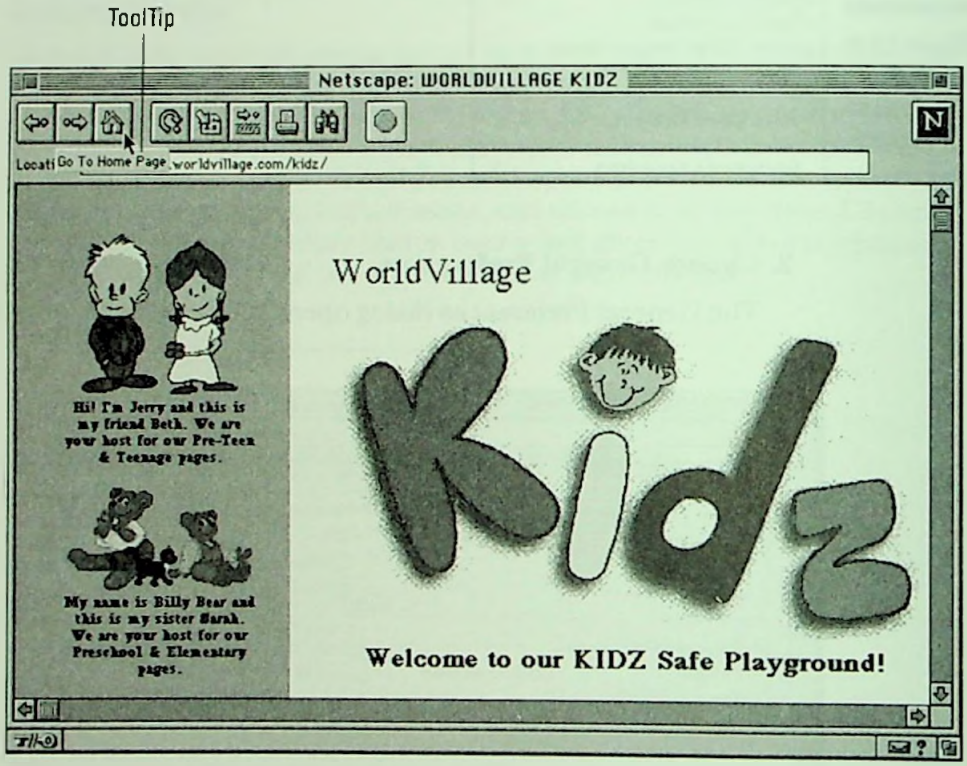


Figure 12-10: There's now much more space in the browser window.

Web troubleshooting

Following are three tips for times of Web trouble:

- If you try to get to a Web page and you get a dialog box that says that the page could not be loaded, click on the Reload button or try again later; the Web site you're trying to get to may just be busy.

- If you try again with no luck, the page you're attempting to access may no longer exist. Web sites change all the time.
- If you get a weird dialog box that says that the server you're trying to reach has no DNS entry, it's one of two possibilities: a) The site no longer exists; b) there's a problem with the site that could be fixed soon. Try to get to the site tomorrow.

Getting and sending Internet mail with Netscape



If you have subscribed to service from an Internet Service Provider (ISP) and have a direct connection to the Internet, then you need an Internet mail program. The CD-ROM that comes with this book has two good ones. One of them is built into Netscape Navigator and is part of the AT&T WorldNet Services package. The other is Claris Emailer, which is much more powerful and can get mail from not only your Internet account (or multiple Internet accounts) but also from America Online and CompuServe, another online service. Netscape Navigator is a Web-browsing program, but it can also de with Internet mail and newsgroups. For now, we concentrate on using the mail part of Netscape.

Creating new mail

It's easy to write new mail to a friend. In fact, it's a lot like sending mail on America Online. Just follow these steps:

1. **Open Netscape and choose File⇨New Mail Message.**

   A blank message Composition window appears, as shown in Figure 12-11.

2. **Click on the Subject field and type a subject for your message.**

   Just as an example, pretend that you want to send us a message about this book. So type **Kids Book** into the Subject field and press the Tab key to move to the next field.

3. **Type the Internet address of the recipient of your e-mail.**

   For this example, type **kids@negrino.com** and press the Tab key to get to the next field, the cc: field, which lets you send a copy of the message to a second person.



   The cc: field is there so that you can address and send your message to more than one person at a time. You can add any number of addresses in the cc: field, separated by a single space, and each one will get a copy of the message you're writing.

4. **Press the Tab key to get to the next field.**

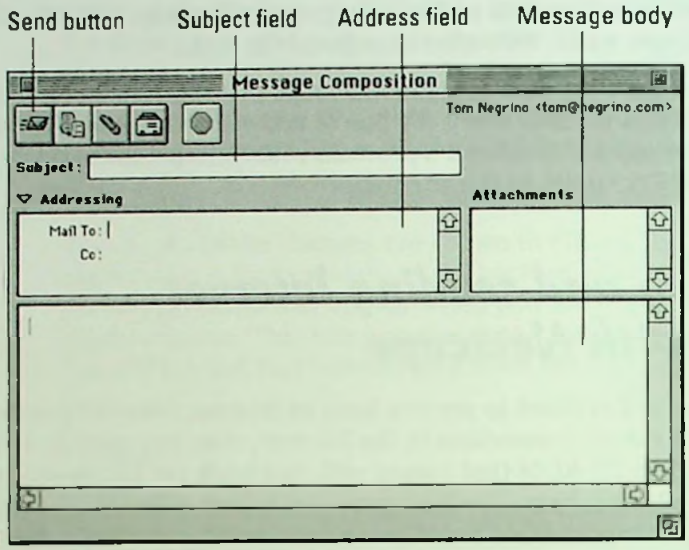


Figure 12-11: A new mail message, waiting for your brilliant words.

This example doesn't require the cc: field. Your cursor is now in the message body.

5. **Type your message into the message body.**

   Your message should now look something like Figure 12-12.

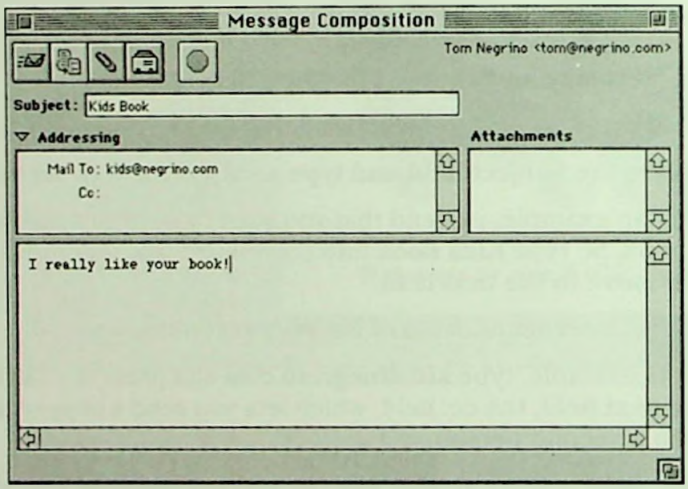


Figure 12-12: The mail message, filled out and ready to send.

6. **Click on the Send button when you are done with your message.**

   Don't be surprised if you get a reply from us!

Getting and saving mail

To read your e-mail with Netscape, follow these steps:

1. **If it isn't already open, open the Netscape program.**

   A Web browser window opens and goes to the page that Netscape has as its base, or default, page.

2. **In Netscape, choose Window➪Netscape Mail.**

   The mail window opens, as shown in Figure 12-13.

   When you open the Mail window, Netscape automatically gets your unread mail, puts it into the Inbox folder, and displays it in the Message List on the right side of the window. The first message is highlighted and displayed in the Message Body.

3. **After you read the message, you can save it in one of your mail folders, reply to it, or delete it. To do the first two of these things, use the Message menu, as shown in Figure 12-14.**

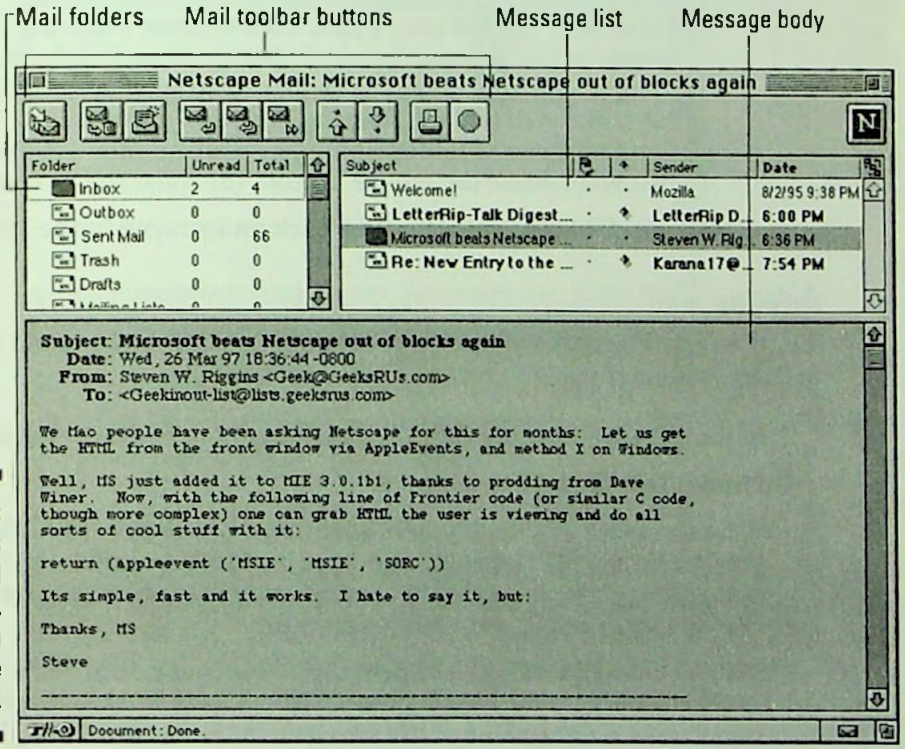


Figure 12-13: Netscape's Mail window, with a message displayed.

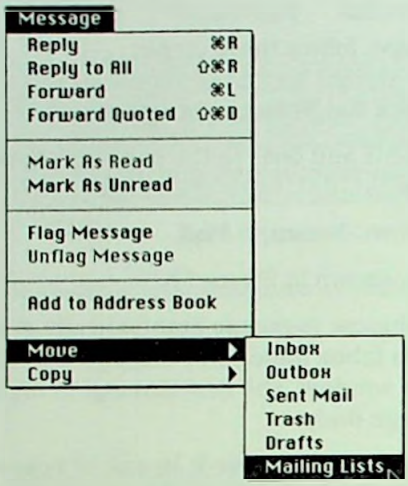


Figure 12-14: The Message menu lets you deal with your mail. The pop-out menu under Move lets you file your messages away in a mail folder.

- To save your mail to one of your mail folders, highlight the message in the Message list, and choose Message⇨Move. There, a pop-out menu (sometimes called a hierarchical menu) opens with a list of the mail folders. Keep holding down the mouse button, and select the mail folder where you want to move the message. When you release the mouse button, the message moves!
- To read the next message, just click on its name in the Message list.

Deleting mail

We get to replying to mail in the next section. But first you should know how to delete mail that you don't want. Follow these steps:

1. **In the Message List, highlight the message you want to delete.**
2. **Choose Edit⇨Delete Message.**

   Netscape won't ask you if you're sure you want to get rid of the message, so be careful! Deleting a message in this way moves it to the Trash mail folder, where it stays until you permanently remove it by choosing File⇨Empty Trash Folder within Netscape.



Did you delete a message accidentally? Well, you can probably get it back. Just click on the Trash folder in Netscape's Mail folder list. You should now see the name of the message in the message list. Drag the message from the list back to the Inbox folder, and your mail is back where it belongs.

Replying to mail

When you want to respond to mail that someone else has sent you, you use the Message menu again, as shown in Figure 12-7. Follow these steps to reply to a mail message.

1. **Highlight the message to which you want to reply in the Message List.**
2. **Choose Message⇨Reply.**

   A message form appears, with the subject already filled in in the form of `Re:[the name of the message that you are replying to]`, and the address field filled in with the address of the person who sent the original message. See Figure 12-15. Your cursor will be in the Message Body.

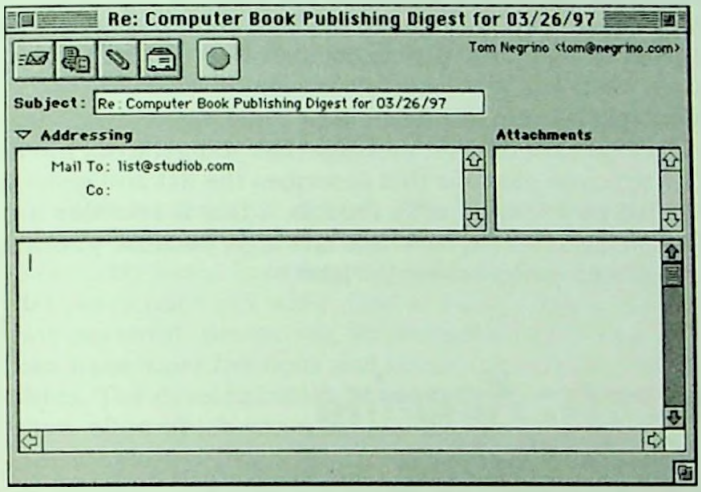


Figure 12-15: A new reply message form.

3. **Type in your message, and then click on the Send button to send your reply.**

Using mailing lists

One of the coolest things about e-mail on the Internet is its mailing lists. These lists let a group of people all receive the same mail about a particular subject that they're all interested in. Mailing lists are kind of like an ongoing conversation, with people talking and responding to each other. Since anyone can sign up for (called *subscribing to*) most mailing lists, people on the list are from all over the world. One of the lists that Tom subscribes to has participants from the United States, Norway, South Africa, Canada, and Great Britain. It's really cool to have friends and acquaintances from around the world. It's interesting to see how people in other countries react to things that happen here in the United States and to hear about what is happening in their countries.



Teachers can use mailing lists to improve students' writing skills and to expose them to other cultures at the same time. Although mailing lists are great for learning about a subject and for getting to know people far away, you have to be careful with these two aspects of lists.

- **The volume of the list.** No, I'm not talking about how loud the list is, I'm talking about the number of messages that are sent to the list every day. High-volume lists about popular subjects can generate dozens or even hundreds of messages per day. A friend of mine subscribed to the main Internet mailing list that deals with chess, and he was quickly swamped with more mail than he wanted.
- **The type of list.** Most mailing lists are for adults, not kids. You should always get your parents permission before you sign up for a mailing list.

Subscribing to mailing lists is outside of the scope of this book, but you can find out more about them by going to the Mail Center area of America Online double-clicking on the Join a mailing list option.



To make sure that you can unsubscribe to a mailing list when you want to, you should always save the first message that you get from the list. This message is a welcome message that describes the list and gives you the rules for the list. More importantly, though, is that it contains the instructions on how to unsubscribe. Save this message, because you won't remember the instructions weeks or months later.

Just for Parents: Keeping Your Kids Safe Online



Nearly every week or so, newpapers or television stations carry another story about the horrors and dangers of the Internet. If all these stories were true, the Web would be nothing but a festering cesspool of smut, crazed ranting from racists and militia members, and lots of other stuff that you'll do anything to keep away from your kids. Here's the good news; most of those stories are driven more by the need to sell advertising than by the facts. Yes, there are some pretty seedy off-ramps from the Information Superhighway. But there are also books in any bookstore that you wouldn't show young children, either. There are certainly enough movies in theaters and shows on television that are objectionable, too.

In all these cases, parents need to have a realistic view of the dangers and take appropriate action to make sure that their kids are getting the kinds of guidance that the parents desire. In a bookstore, you take a look at the book your child has picked up and make a determination as to whether the book

is appropriate. Movies and television shows help you out with a ratings system, but you still make the final decision. It should be no different with the new medium of the Internet. So that leads us to the most important thing that you can do to guard against the potential dangers of the World Wide Web and the Internet: Be involved. Spend time with your child surfing the Web. Check out the Web sites listed in Chapter 15. Find out what sorts of things that your kid is interested in, and then guide him or her to those places. Keep abreast of your child in terms of being able to find things on the Internet (if you need help, check out Chapter 13).

Software filters



Even though you try, in today's busy world, you may not be able to be there all the time when your kids are surfing the Web. That's why there are *software filters* for blocking your Web browser from going to certain Web sites. The CD-ROM that comes with this book has a demonstration version of one of these filters, called SurfWatch. SurfWatch works with all other Internet programs, so it also protects against racy downloads and e-mail from suspicious places.

SurfWatch uses a list of adult sites to decide which sites your Web browser should not go to. The SurfWatch folks created the list, and they update it on a monthly basis. In order to stay current, you have to download an updated list every once in a while. One of the nice things about SurfWatch is that it has password protection, so younger kids can have one access level, teens can have more freedom, and adults can surf the Web without any restrictions. The demonstration version included on the CD works for a limited time, after which you must buy the retail version of the program.

Remember, however, that no software program can take the place of your wisdom and good judgment. SurfWatch is just a tool that can help you out, but like all such tools, it is fallible. There's still no substitute for the watchful eyes of Mom and Dad.

Things that you should teach your children about the Internet

Like any place, the Internet has rules and customs of behavior. If your kids know about these customs in advance, you can rest easier at night.

- **Never give out personal information.** Your kids should never give out an address, phone number, or any other personal information online, anymore than they would give that info to any stranger.

- **Never get involved in sending or receiving nasty messages.** Just because an online name may not be a real name, it doesn't mean that a message can't be traced back to the sender. As in the real world, the Internet has jerks who think it's funny to cuss or use other vile language. Teach your children not to respond to these sorts of messages — and tell them to show you any messages of this sort that they receive.
- **Never, never, never arrange to meet with someone in the real world without permission.** There really isn't much more to say about this one. Just remind your kids that in the online world, people can appear to be quite different from what they really are. There's nothing to stop a nutty thirty-year-old man from posing as an eight-year-old boy (or even a girl). Don't take things that people say online as the gospel truth. And if your kid is chatting or exchanging e-mail with someone who suggests a real-world meeting, tell your kid to let you know so that you can decide whether this is a good idea. It may very well be innocent and a new way to meet a friend. But you need to decide, not your child.
- **If you're ever uncomfortable with an online conversation, tell Mom or Dad.** Some online conversations might not seem bad, but they still give your kid a funny feeling. If so, encourage him or her to call you whenever he or she feels uncomfortable. You can tell the difference between a conversation that just went a bit astray and one that has veered into dangerous territory.

When all is said and done, the Internet offers much more promise than danger for your kids. Don't think that because the online world is new and unusual that your hard-won parenting skills are any less applicable. They aren't. With just the usual amounts of common sense and care, your children can reap the benefits of cyberspace.

Chapter 13

Using Search Engines to Find Stuff

In This Chapter

- Using Yahooligans!
- Using Infoseek for detailed searches
- Using Infoseek to find people, businesses, and news
- Finding other cool Web places that help kids

Imagine that the Web is a library. Then think of the biggest library that you can imagine. Think really big. Nope, sorry, you didn't think big enough! Believe me, the Web is bigger than anyone can imagine, and it's growing every second. People all over the world are adding information to the Web all the time. This chapter shows you how you can use the Web to find information about the things that you're interested in and how you can use the Web to help you with your homework, reports, and term papers. Check out the next chapter if you want to know how *you* can add your own stuff to the Web.

But wait a second. If the Web has so much stuff, how do you find the exact thing you're looking for? When you go to the library, you can look in the card catalog — or even ask a librarian for help. Does the Web have a librarian? Kind of. The Web has places that you can go to search for anything you want to find on the Web. These places that help you search for information are called *search engines*.

So How Do I Find Things on the Web? It's Like Finding a Needle in a Haystack!

You have two main ways to find information on the Web:

- You can look for things by browsing through categories.
- You can look for things by typing a specific word or phrase.

Prowling through categories

Some sites on the Web, called *search engines*, do nothing but make lists of other sites and arrange those lists into categories by subject. The biggest and one of the best search engine sites is Yahoo! The Yahoo! folks now have a few other, specialized sites, and a section in this chapter explores their special place for kids, a site called Yahooligans! Specially trained people (kind of like librarians) put together Yahoo! and Yahooligans! by looking at Web sites and then arranging those sites into categories. *People* need to do this job instead of *computers* because computers just aren't that smart when it comes to categorizing sites. People know that you don't put cats and caterpillars together, for example, and that the Dallas Cowboys have nothing to do with cattle.

Searching for a particular topic

The other way to find things on the Web is by searching by keyword. A bunch of sites, such as Infoseek and AltaVista, specialize in taking a word that you give them (that's called a *keyword*), and then giving you back a list of all the sites on the Web that match your word. The way that these sites do this is by having a robot that goes around to all the sites on the Web and adds the sites to an *index* — kind of like your library's card catalog. Now, when you saw the word *robot*, you probably thought about something made of metal that clanks and needs oil, going around and politely asking, "May I index your site?" But search engines use a robot that's really just a computer program. This program zips out along the phone lines, visiting and indexing thousands of Web sites every hour. Software robots can move a lot faster than hardware robots. (Using software also keeps the oil bill down, too.)



Teachers and students can use both types of search engines to find all kinds of info about practically any topic being studied — from information for a science project, to a picture of a parasite, to a penpal for practicing letter-writing — you're limited only by your creativity.

Yahooligans!

Ready to find some cool stuff? Let's search the Web! Yahooligans! is the part of the Yahoo! search site that's meant for kids. Rather than cluttering up your searches with dull stuff that adults (but no self-respecting kid) would care about, Yahooligans! lists the kinds of things that you really want to know, split up into categories that make sense. Follow these steps to get to Yahooligans!:

1. **Open your browser, type** www.yahooligans.com **in the Location input box, and then press the Return key.**



When we refer to the Location input box, we're assuming that you're using Netscape Navigator as your Web browser. Other browsers call this input box by other names, so don't get thrown off. Microsoft's Internet Explorer calls this the Address input box, and the America Online browser calls it either the Address input box or the Current URL input box, depending on the version you're using.

You then see a screen like the one in Figure 13-1.

2. **Figure out which subject you want.**

Hmmmmm. How about finding some information about whales? Doing so will show you how to use Yahooligans!, and maybe you'll have a WHALE of a good time doing it! (Sorry. We won't make jokes that bad again. We promise. Till the next time.) Okay, so you're looking for whales. So where do you go first?

3. **Look at the top categories on the screen.**

The first category may be Around the World — if the Yahooligans! people haven't changed it. Well, whales go around the world, but they're not exactly tourists. Next, you may see School Bell. Whales

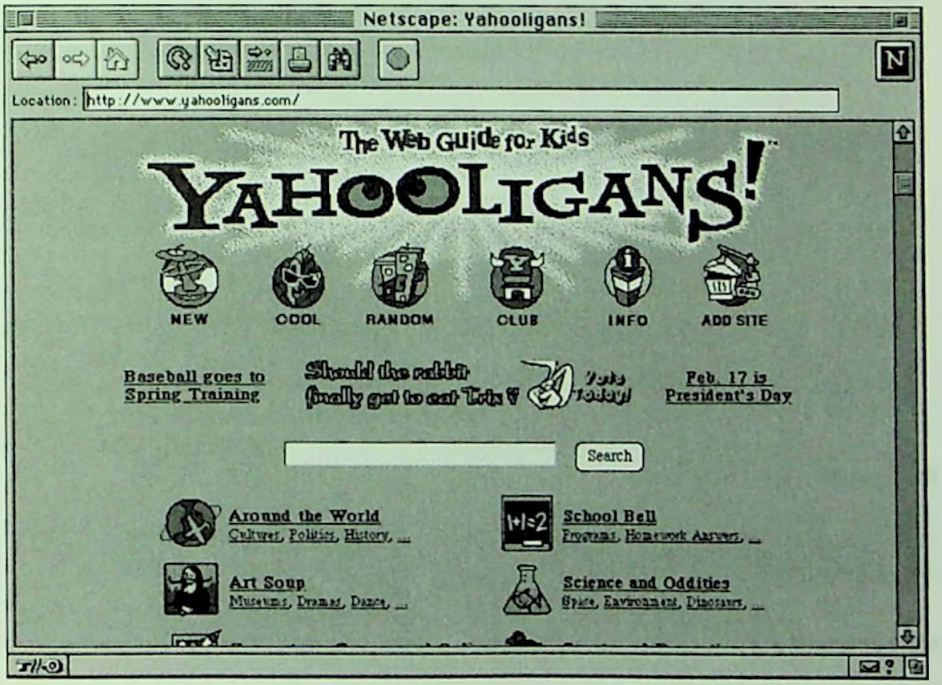


Figure 13-1: Cast your eyes on the Yahooligans! main screen.

travel in schools, but they're not students. Art Soup? Personally, I've never heard of an artistic whale or whale soup. Science and Oddities is next, and now you're getting somewhere. Scientists study whales; in fact, a whole area of biology studies whales, an area called *cetacean research* — try saying that without looking in a dictionary!



Notice the smaller words just under the main categories? Under Science and Oddities, you may see Space, Environment, and Dinosaurs? Those are popular subcategories of Science that you can jump right to, just by clicking on them. Saves you a bit of time; of course, you can still get to these subjects by clicking on the main category.

4. **Click on the category you want.**

   If you're following the whale example, click on Science and Oddities, and your screen changes to look something like the one in Figure 13-2.

5. **Check out the different categories that appear.**

   In Figure 13-2, which one would a whale be hiding under? Our best bet is Oceanography (it sure wouldn't be Airplanes and Flying!). By the way, if the list of subjects is long and you don't see what you want, it may be below the bottom of your screen. In that case, click on the scroll bar at the right of the screen to bring the bottom of the screen into view.

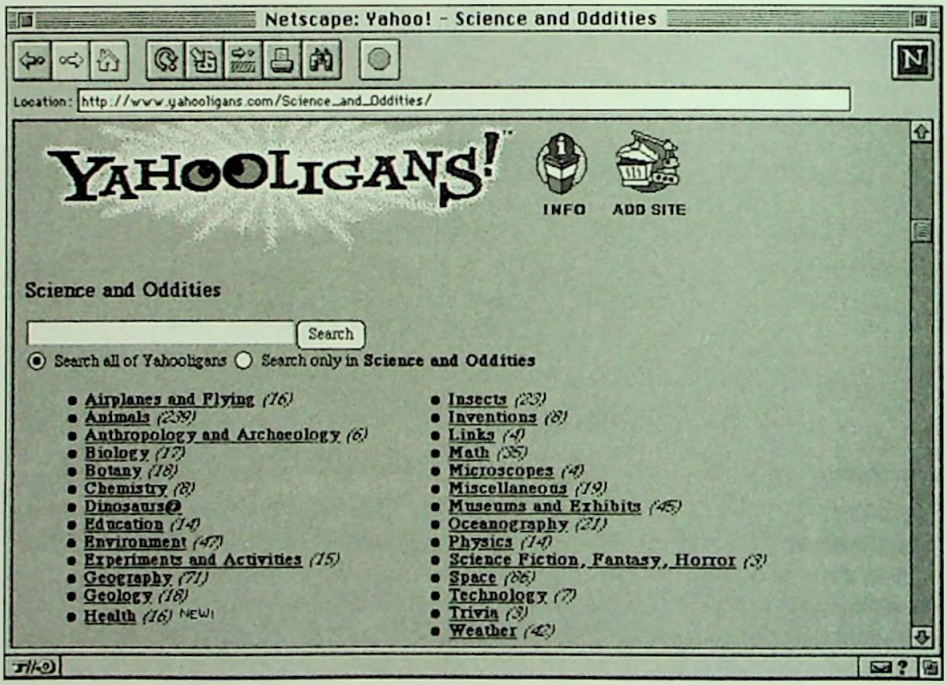


Figure 13-2: Welcome to the Science section!



See those numbers in parenthesis after each category in Figure 13-2? Those numbers tell you how many sites Yahooligans! lists under that category. So Oceanography has pointers to 21 sites from which you can choose.

6. **Click on the category most likely to contain the info you want.**

   When you click on Oceanography, you get something suspiciously like Figure 13-3.

   In the Oceanography screen, you may see another common feature of Yahooligans!; the site puts popular subtopics in bold type at the top of every listing, with a list of sites below. In Figure 13-3, those subtopics of Oceanography are Aquariums, Fish, Photographs, and hey, there it is! Whales!

7. **Click on the topic you want.**

   In this example, you can click on Whales. In just a second, your screen looks a lot like Figure 13-4. Welcome to Whaletown. You've reached the place where all the whale Web sites hang out. From here, you can look at the list of sites and read their descriptions.

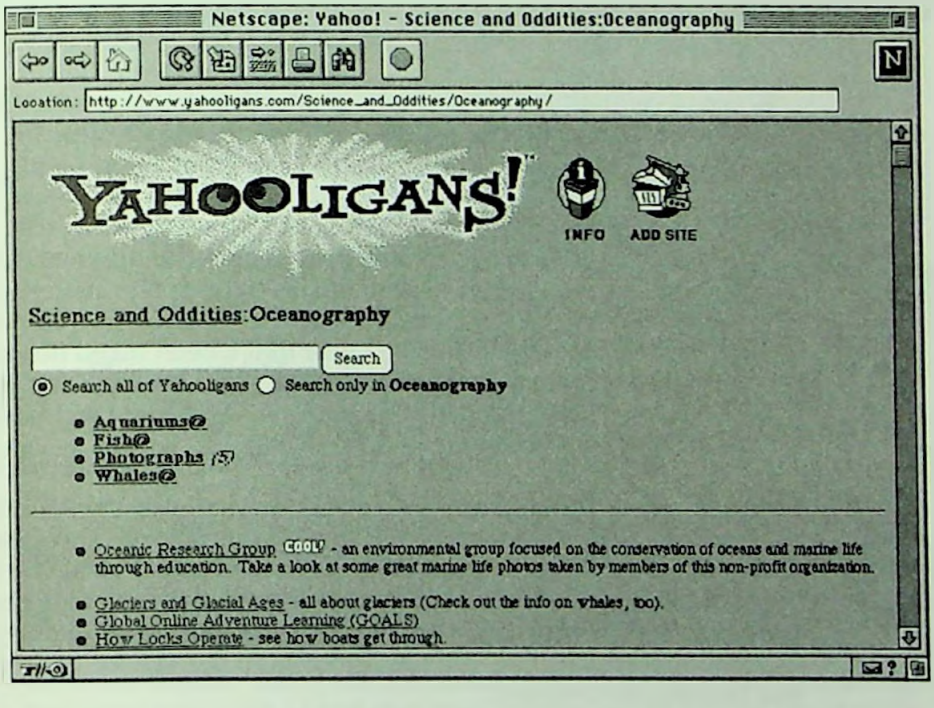


Figure 13-3: The Oceanography screen gets us almost where we want to go....

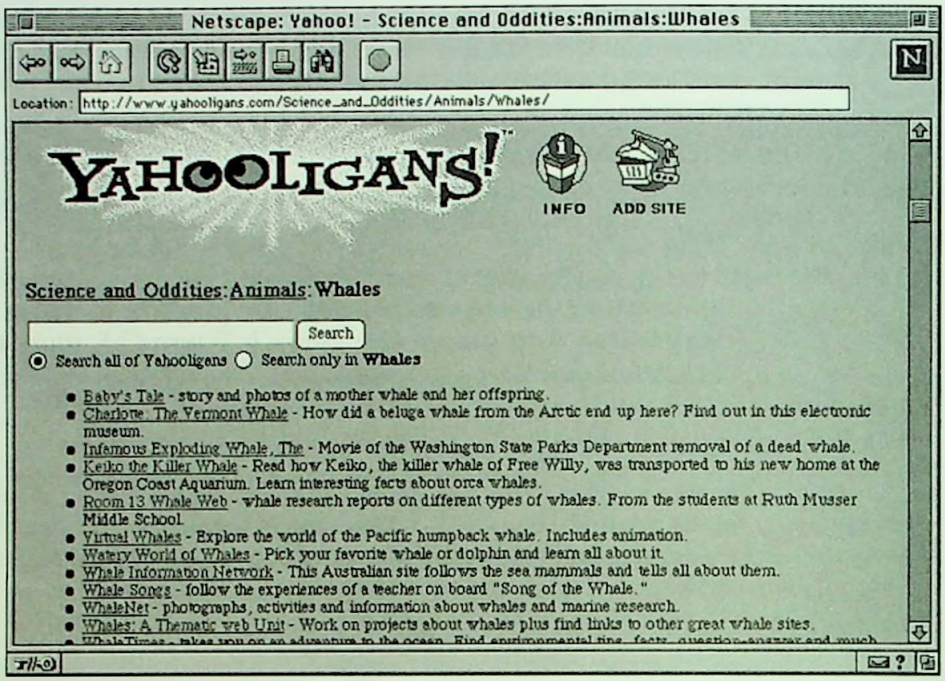


Figure 13-4: We've made it to Whale Central on Yahooligans!

8. **When you find a site that looks good, click on the underlined name of the site to go there.**

   I've already found one that's pretty good: WhaleNet. When you click on it, you may see something like Figure 13-5.



Let's say that you click on a site, and you get to a screen that tells you that the site is no longer available. This happens for many reasons; the people running the site sometimes get tired of doing it, sometimes the site is a school project from last year that's been taken down, whatever. All you have to do to get back to the list of sites in Yahooligans! is to click on the Back button in your browser's window, or choose Go⇨Back if you're using Netscape.



Before you leave Yahooligans!, you should know something else that can save you a lot of time. Did you notice that all the Yahooligan! screens have an input box with a Search button next to it? You can click inside that input box and then type in it. So what do you type? A word that describes what you're looking for, of course. After you type the word (called a *keyword*), click on the Search button. You then go right to the Yahooligans! category that contains the keyword.

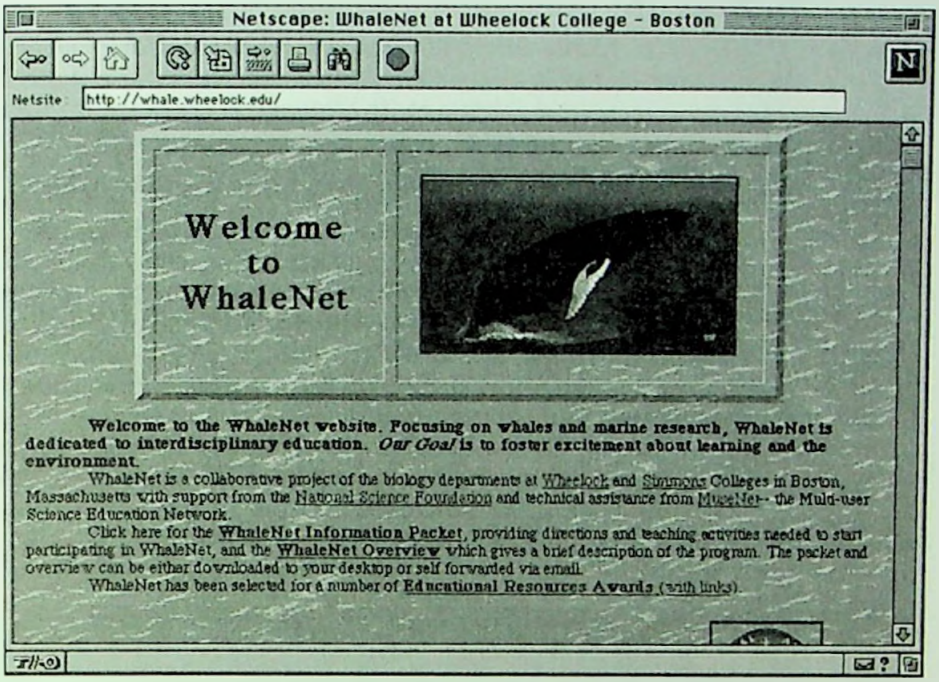


Figure 13-5: You can find out everything (well, almost everything) about whales on WhaleNet.



Once you visit a good search site, you're going to want to get back to it some other time. When you hit one of these good sites, be sure to use the Bookmarks feature in Netscape (in Internet Explorer, this feature is called Favorites) to add the site to your Bookmarks list. Then, instead of typing in the site's address, you just choose the site's name from the Bookmarks menu. If you need to learn how to add a Bookmark, refer to Chapter 12.

I Know Just What I Want — Where Do I Look Now?

A subject-based service like Yahooligans! is a good choice when you know the general subject you're looking for, but not necessarily the name of the particular site. But suppose that you want to see all the sites where a particular word, or combination of words, appear. That's where a site that reads (called *indexing* by the nerds) the whole Web and lets you search by keyword shines. One of the best is Infoseek, which gives you several ways to find what you want — and also gives you ways to find things like people's e-mail address.

Infoseek

To check out Infoseek, follow these steps:

1. **Open your browser.**
2. **Type `www.infoseek.com`, and then press the Return key.**

   The Infoseek home page appears, as shown in Figure 13-6. The screen doesn't seem to look too much different from the Yahooligans! screen, does it? Infoseek has a place where you can type in a keyword, and a list of topics below (under the part that says Ultrasmart,) just like Yahooligans! But what's under the hood is very different. Sure, with Infoseek you can browse through the Ultrasmart topics until you get to a particular site, but here's the difference: when you type in a keyword in Yahooligans!, it searches for your keyword in the names and descriptions of the sites just within Yahooligans!. When you search for a keyword in Infoseek, it searches through its index of the entire World Wide Web!

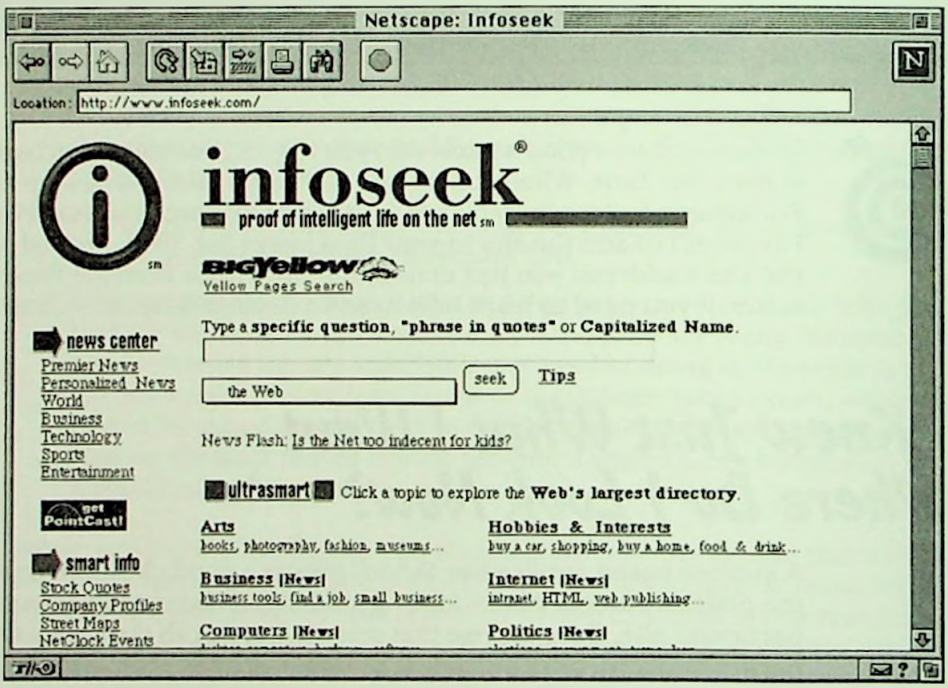


Figure 13-6: The main Infoseek screen.



What happens when you send a *query* (the geeky term for a question) to Infoseek? A lot; the message goes from your computer to Infoseek's office in Santa Clara, California (that's a little south of San Francisco). Once there, your query waits in line until other queries from other people ahead of it are served, and then it gets matched against the 50 million pages indexed by Infoseek. The software puts together a list of the sites that match your query and flashes the first 10 sites back to you. All this happens really fast, in just a second or two.

Using Ultrasmart

Infoseek's Ultrasmart uses a mixture of *browsing*, digging through topics until you find what you want, and *searching*, using keywords to find what you want quicker. The main tool you use with Ultrasmart is the search input box, in which you type the keywords you want to use. Just follow these steps:

1. **In the main Infoseek screen, click in the input box, type the topic that interests you, and then click on the Seek button on the screen.**

   What you type in the search input box can be thought of as the answer to the "fill-in-the-blank" question: "Find me information on..." In Yahooligans!, whales was the topic. If you haven't thought of anything else, how about looking for information on a movie this time? See if you can find a Web site about the movie sequel to *Jurassic Park*, called *The Lost World*. Type **lost world** in the input box and click on Seek, and you get an answering screen that looks much like the one in Figure 13-7.



   Even if you're using the same lost world example, the screen you get when you do your search may not be exactly like the one in Figure 13-7. Why? Because the Web is growing all the time, and the Infoseek folks are indexing new pages every minute of every day. So, depending on when you're looking, a search can come up with two different results.

   Notice that in Figure 13-7, Infoseek reports on how many sites it found with the words *lost world* in them; 9,367,815, to be exact. Now, maybe you have the time to look through 9,367,815 sites, but most people sure don't. So you better try to narrow down the search a bit so that you find a site that's more likely to have info about the movie. But how can you tell Infoseek what you want? You have two ways, actually:

   - You can give Infoseek more words to search on.
   - You can try to give Infoseek a more exact way to search.

   Try both ways to see how each works.

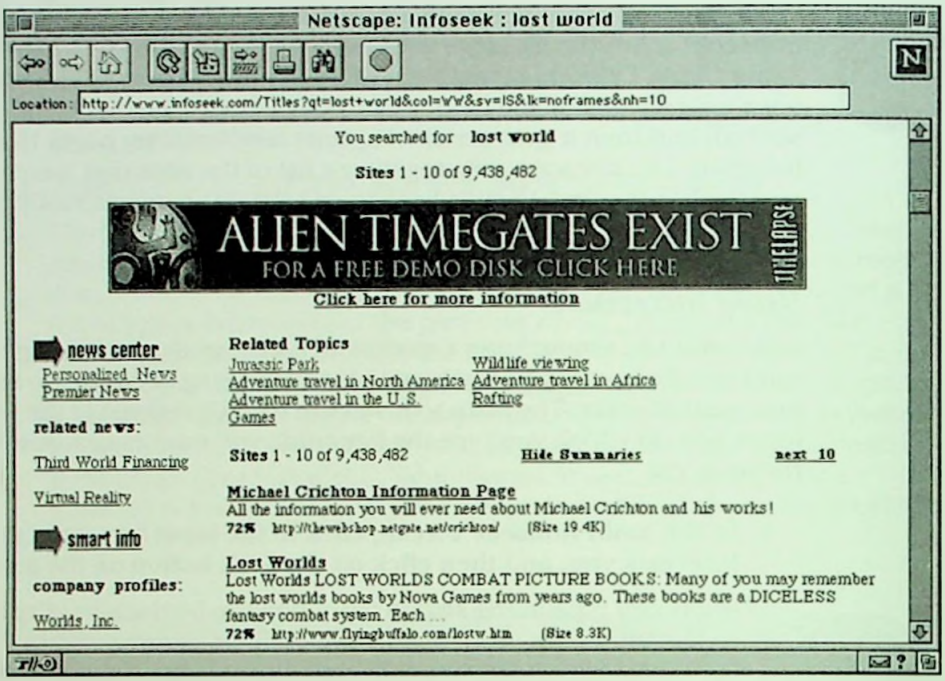


Figure 13-7: The results of searching for *lost world*.

2. **In the input box, type some more words and then click on the Seek button.**

   The Lost World is a movie, and you know that it's directed by Steven Spielberg. So if you're following the movie example, type **"the lost world" movie "Steven Speilberg"** in the input box. (Be sure to add the quotation marks around phrases; the punctuation tells Infoseek to look for the entire phrase, not each word separately in that phrase. Figure 13-8 shows the results.)

   Well, that step narrowed the search down from more than 9 million to only a little more than half a million. Still more than you can check out in an afternoon. Now try searching smarter, not harder.

3. **Click on the Back button in the Netscape (or whatever browser you're using) toolbar.**

   Notice the words `Type a specific question, "phrase in quotes" or Capitalized Name` above the input box? That means that Infoseek is smart enough to understand proper names (ones that are capitalized) — unlike some of the other search sites on the Net. You can use this fact to narrow things down.

4. **In the input box, type a capitalized proper name.**

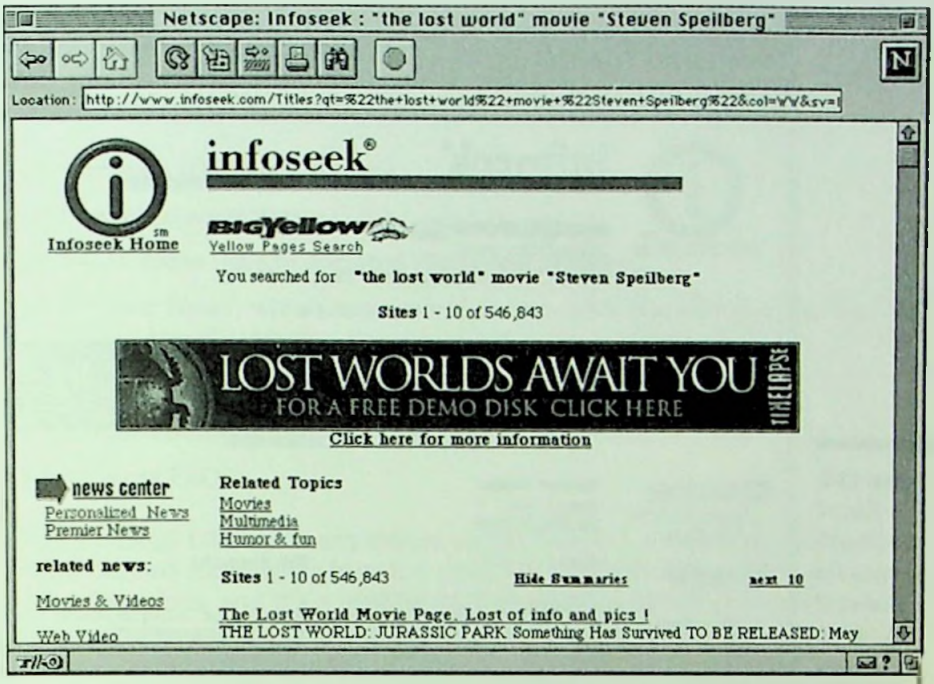


Figure 13-8: Better, but we're not there yet.

If you're using the movie example, you can type **The Lost World** (this time, don't use the quotation marks around the phrase) and click on the Seek button. Figure 13-9 shows the results, and, as you can see, you've finally gotten a manageable number of sites to browse. You're down to only 46 sites, and as it turns out, the official Lost World site is right at the top of the list.

5. **Click on the link that seems most likely to give you what you want.**

   In the movie example, if you click on The Lost World: Jurassic Park, you've reached our destination, as seen in Figure 13-10.



Wondering what it takes to handle 50 million Web sites? Infoseek runs on a Sun Microsystems Ultra Enterprise 8000 computer. This monster has 8 central processor chips (CPUs), sports 2 gigabytes (that's two billion bytes) of RAM, and 400 gigabytes of hard disk storage. The computer is so fast that it can practically give you an answer before you even ask the question! And Infoseek needs that speed, too; it gets about 1,000 queries every single second!

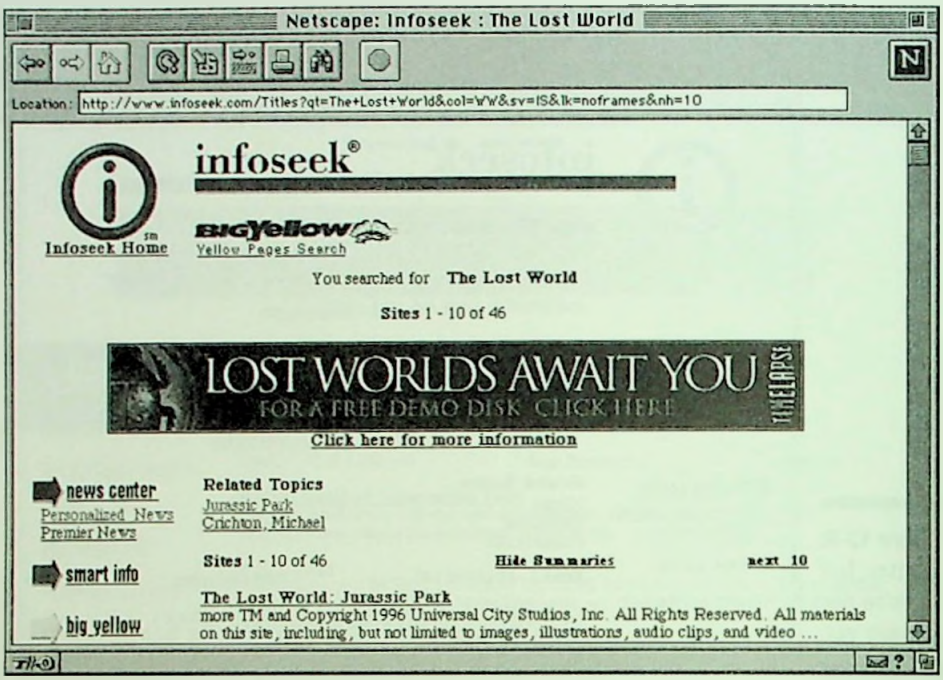


Figure 13-9: Boom! You're down to the real stuff you want.

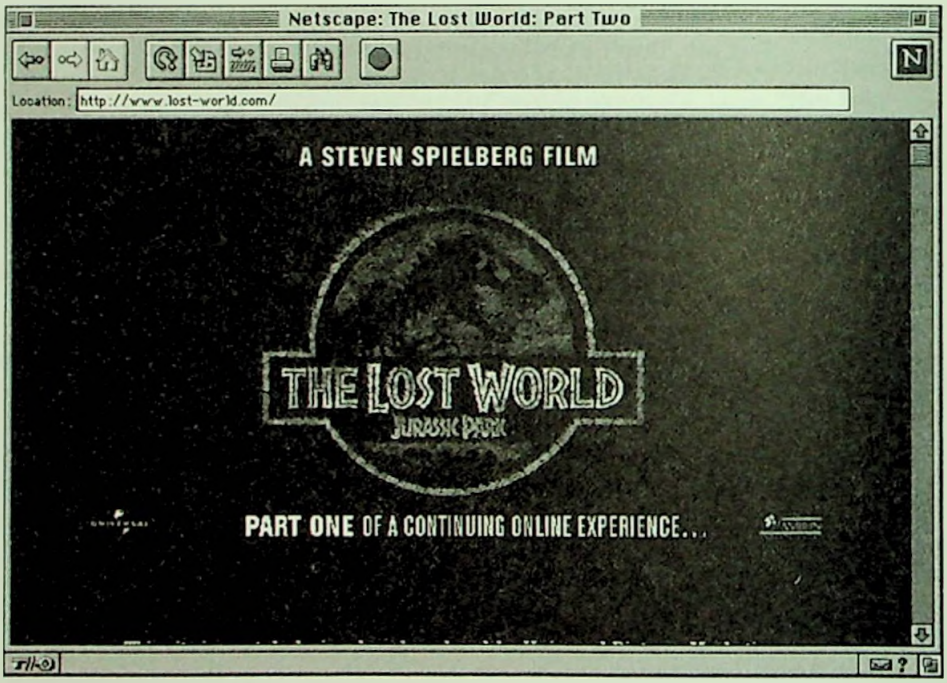


Figure 13-10: It's dino time! This guy looks hungry, too.

Before you leave Ultrasmart, you should know one other thing: You can tell Ultrasmart to narrow your search down by the part of the Internet it looks through. You do this by choosing a Internet area from the menu right below the search input box, as shown in Figure 13-6. The places you can search are

- The Web (the main choice)
- Usenet newsgroups
- News Wires, like Associated Press and Reuters
- Premier News, which has news from top news sources like the *New York Times*, the *Washington Post*, and CNN
- Infoseek's lists of e-mail addresses
- Major company profiles
- Internet FAQ's



What's a FAQ? Like too many things on the Internet, a FAQ is a simple thing hiding behind a confusing bunch of letters. In this case, *FAQ* means *Frequently Asked Questions*, and it's a list of popular questions, along with their answers. FAQs for many places on the Internet are published on a regular basis in the Usenet newsgroup `news.answers`.

Using Ultraseek

Infoseek's Ultraseek is the lean, mean, searchin' machine. It figures that you know what you're doing, and you don't need any handholding. You're ready to search like the big boys (or big girls, if you prefer). To do that, you need to know how to use Ultraseek's search syntax.



Webster says that a syntax is just a "connected or orderly way" of doing things. What *syntax* means in searching the Web is that Infoseek treats your search words differently if you put some special punctuation in front of or around the words. You've already used some special syntax when you put the quotation marks around some phrases — that was painless, wasn't it? Look at these examples of search syntax:

- **Capitalize names and titles.** If you capitalize names that are next to each other, Infoseek treats the words as a single name or title. If you want info about a singing group, for example, type: **The Cardigans**

  If you don't capitalize a name or title, Infoseek treats what you type like any other group of words, and Infoseek finds sites about sweaters — along with sites about the adventures of Nina Persson.

- **Use commas (,) to separate names and titles.** If you want to search for several names or titles, use commas to separate them. So, to find sites that mention Batman and Silver Surfer, type: **Batman, Silver Surfer**

  If you don't use a comma between names, Infoseek treats them as one long single name. A search for the words *Batman Silver Surfer* won't turn up any superheroes.

- **Use quotation marks (") around words or hyphens (-) between words that must appear next to each other.** Using quotation marks or hyphens requires that words appear together. Type **"black hole"** or **black-hole** to find sites with those words next to each other. Otherwise, Infoseek finds sites that include the word *black*, and the word *hole*. (When using hyphens, make sure you don't leave any spaces between the words.)

- **Use a plus sign (+) in front of a word that *must* appear.** To require a word, and increase the pickiness of your search, type: **pirates +Disney World**

  Don't leave a space between the plus sign and the word that must appear.

- **Use a minus sign (-) in front of a word that you don't want to appear.** To ask Infoseek to find sites on snakes and, oddly enough, on a programming language called Python but not on the British comedy group, type: **python -Monty**

  Don't leave a space between the minus sign and the word you want to exclude.

- **To narrow your search results by searching for one word and then within that set of results immediately search for another word, use a pipe (|) character — which, along with the backslash (\), you can find on the key right above the Return key.** To search within a certain set of results only, type: **cats | persian**

  Infoseek finds Persian cat sites and leaves out most other varieties of cats — perhaps because Persian cats are so standoffish.

Using Smart Info

Infoseek's Smart Info section lets you get a lot of other interesting information, too. To get to it, just follow these steps:

1. **Open your Web browser, type** www.infoseek.com, **and press the Return key.**

   Yes, you've been here before. But this time, pay attention to some of the other things on this screen.

2. **Look at the left side of the screen, and click on Smart Info.**

   A screen with lots of choices comes up, as shown in Figure 13-11. Smart Info lets you

   - Look up words in Webster's online dictionary
   - Find that word that's been on the tip of your tongue with the online Roget's Thesaurus
   - Discover the right turn of phrase in Bartlett's Quotations
   - Find any Zip Code in the United States
   - Find places on the Net where you can chat with other folks your age
   - Use all kinds of telephone directories



Parents, Smart Info has lots of interesting info for you, too. You can get all kinds of investment information (including up-to-the-minute stock quotes), track a Federal Express package across the country or around the world, and find e-mail addresses or personal home pages of long-lost friends or relatives. Smart Info also has pointers to online shopping (including one of the best bookstores on the planet, Amazon.Com), government agencies, and even art links.

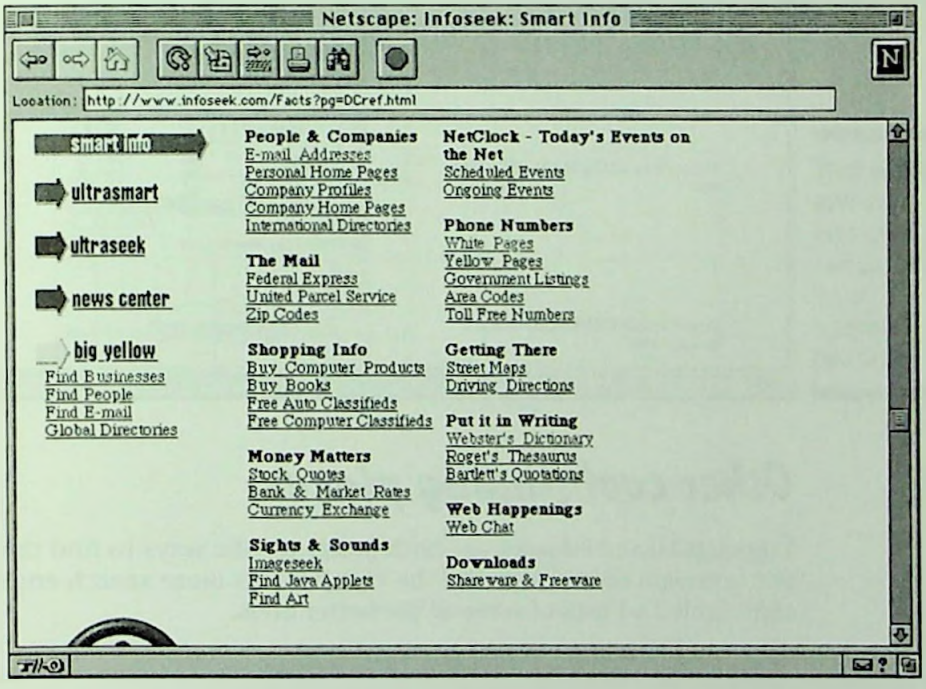


Figure 13-11: Your Smart Info choices.



One especially cool thing in Smart Info is driving directions for locations in the U.S. You need to know the address you're leaving (probably your house — we hope you know where you live!) and the address of where you're going. You can even print the directions out! Wouldn't that surprise your Mom or Dad the next time you're going somewhere? To get directions, follow these steps:

1. **From the Smart Info screen, click on Driving Directions.**

   A screen appears in which you can type where you're starting from and where you're going.

2. **Type the beginning address and the ending address.**

   Check out Figure 13-12. It shows the results for one trip Tom took.

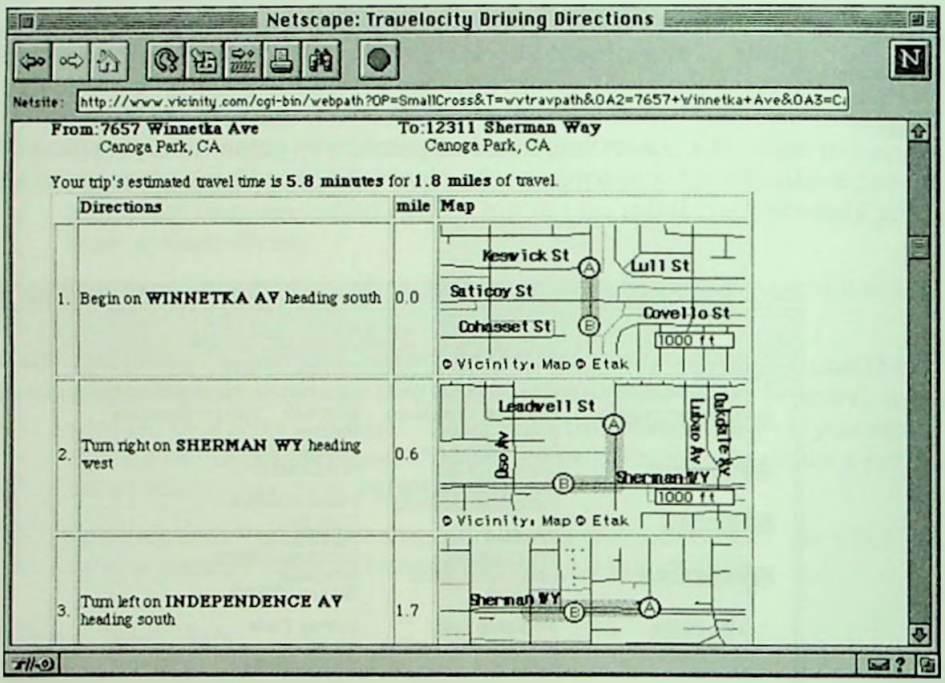


Figure 13-12: The Web can even tell you how to get places in your car!

Other cool finding places

Yahooligans! and Infoseek are both pretty terrific ways to find the information you want on the Web. But the Web has lots more search engines available. Table 13-1 lists of some of the better ones.

Table 13-1 Really Good Search Engines

Site Name	*URL*	*Comment*
AltaVista	www.altavista.digital.com	Keyword-based; almost as good as Infoseek
DejaNews	www.dejanews.com	Indexes Usenet newsgroup discussions
Excite	www.excite.com	Ranks your hits by percentage of how close they were to your keyword
Hotbot	www.hotbot.com	Lets you limit sites searched by where they are in the world
MetaCrawler	http://metacrawler.cs.washington.edu:8080/index.html	Sends your query to seven other search engines, including Hotbot, Yahoo! and AltaVista, then eliminates duplicates and gives you a nice, clean list
Search.Com	www.search.com	Lists other search engines, including some really specialized ones

Chapter 14

Setting Up Your Own Home Page

In This Chapter

- Making a statement
- Using Claris Home Page
- Using the page templates on the CD-ROM
- Searching for more info

You probably have some experience on the Web, and now you want to put your own Web pages up for everyone to see. You can put up almost anything you want, within the limits of good taste. In this chapter, you see how to use one of the best programs for making Web pages, called Claris Home Page, and you get a running start with one of the Web pages that we've already built for you. Finally, you find out where you can go on the Web for more information about building pages — and places you can pick up free graphics for your pages. Ready to get started? Allright!

What Do You Want To Say?

More than anything else, Web pages are about people expressing themselves. All the flashy design, pretty graphics, and fancy fonts in the world add up to zip, nothing, nada if the page doesn't have anything interesting to say. You've probably seen too many Web pages that forget this and are only interesting to look at maybe once. What will bring people back to your Web site more than once is interesting content, and that means words — words that tell people who you are, what you care about, and how you feel about things. Words that come from your heart, as well as your head. Words that really express what you want to say. Words that let people know why your point of view is interesting and unique.

Before you create any Web page, spend some time figuring out what you want to communicate. Imagine the kind of person you want to reach with your pages, and pretend that you are having a conversation with that person. If you need help, imagine that you're showing your new Web page to your best friend. Give your friend a guided tour of the page, explaining the things on the page.

After you have a good idea what it is you want to say, write it down. Either write it on a piece of paper, or compose it in the Web page program. Then don't be afraid to change the words if they don't say exactly what you want. Experiment, edit, change to your heart's content — until you have something that you are proud of.

Finally, once your page is up on the Web, don't let it go stale. The Web is about living, breathing pages that change as you do. Change your Web site when things happen in your life. Add pages about new things that interest you. Publish something new whenever the urge hits you. The Web has given all of us the freedom of becoming our own publishers, without needing to ask permission from big companies with printing presses. With a Web page program, a Mac, a modem, and your creativity, you can publish your take on the world.

Using Claris Home Page



In order to make a Web page, you need a Web page creation program. We've included one on the CD-ROM that comes with this book. It's called Claris Home Page 2.0, and it is one of the best. The copy on the CD-ROM is a Trial version; it works for 30 days and then disables itself. To use it after that, you have to buy the retail version via a mail order company or your local computer dealer. It costs about $80 (U.S.). But the hot tip here if you're going to buy the software is to get the ClarisWorks 4.0 Internet Edition, which sells for about $95 (U.S.) and includes ClarisWorks 4.0, Claris Home Page 2.0, and the Apple Internet Connection Kit with Netscape Navigator 3.0.



A moment ago, we said that you need a Web page creation program to make Web pages. Strictly speaking, that's not true. Because the language that makes up Web pages, HTML, is just text with special formatting tags added, you can really make Web pages with any program that can edit text, including ClarisWorks, Microsoft Word, or even the SimpleText program that comes with every Mac. The problem is that you have to know the HTML codes and how a Web page is structured. While using HTML is not terribly hard (although it can be a bit confusing at first), you do get better control over the look of your page if you can get down and dirty and tweak the code yourself. Most people don't care to do that, however, which is why we've provided Claris Home Page for you.

Whole books have been written about building Web pages, (including *Creating Web Pages For Kids & Parents* from IDG Books Worldwide, Inc.) and we have only this little chapter, so we're going to cut to the chase and tell you only what you absolutely need to know to get a page done and ready for downloading. You'll use some Web pages that we've already made for you using Claris Home Page. These pages are ready for you to add your own text and graphics.



Don't be concerned that we won't be going into detail about how to use Claris Home Page. We don't need to do that because Claris has already done it for us. When you install the Claris Home Page Trial version, you also get a darn good tutorial. Just open the Tutorial folder inside the Claris Home Page 2.0 Trial folder, then double-click on the file `Tutorial.pdf`, and you'll know how to use Claris Home Page in no time.

Starting Claris Home Page

This section is where you get the bare facts. How to start Claris Home Page, how to make a new page, and how to save it. Get ready, get set, go! Follow these steps to start the program:

1. **Double-click on the Claris Home Page folder on your system to display its contents.**
2. **Double-click on the Claris Home Page 2.0 application icon. You can also double-click on a file that was created in Claris Home Page to open the application.**

   When you open Claris Home Page, a new untitled Web page appears, looking like a typical ClarisWorks document window. The toolbar shown in Figure 14-1, is a different matter. Check out all those buttons.

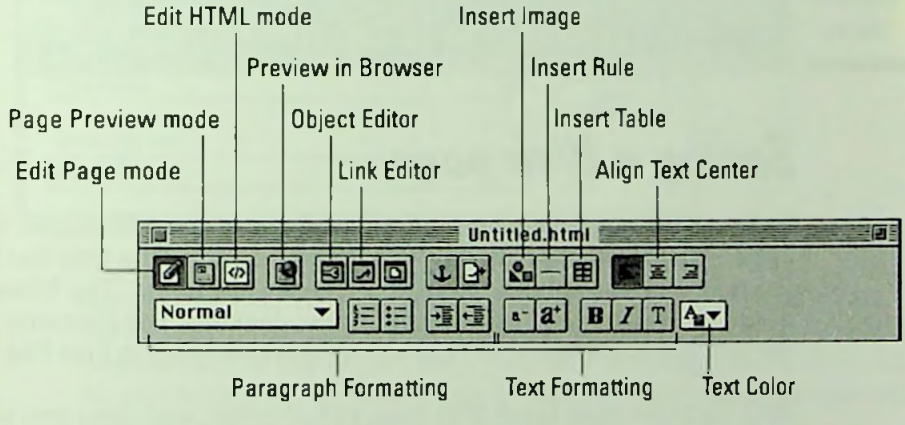


Figure 14-1: The mighty powerful Claris Home Page toolbar.

Now that you've created a page, let's add some text to it. Follow these steps:

1. **Click the mouse on the page area, type what you want to appear on the first line of the page, and then press the Return key twice.**

   You could type **This is my first Web page!** if you wanted to.

2. **Type what you want to appear on the second line of the page, and press the Return key twice.**

   If you don't have anything else in mind, you can type **I am the greatest!**

3. **Select both lines of text.**

   You select the text by positioning the cursor before the first word in the first line of text, pressing and holding down the mouse button, and dragging the cursor to the end of the second line of text. When you're done, the text is highlighted.

   Take a second to look a bit closer at the toolbar in Figure 14-1. This toolbar has buttons that can format text and switch Claris Home Page between Edit Page mode, Preview Page mode, and Edit HTML mode.

4. **With the text highlighted, click on the Align Text Center icon in the toolbar, and then press ⌘+1 to make the text larger.**

   Your screen should now look like Figure 14-2.

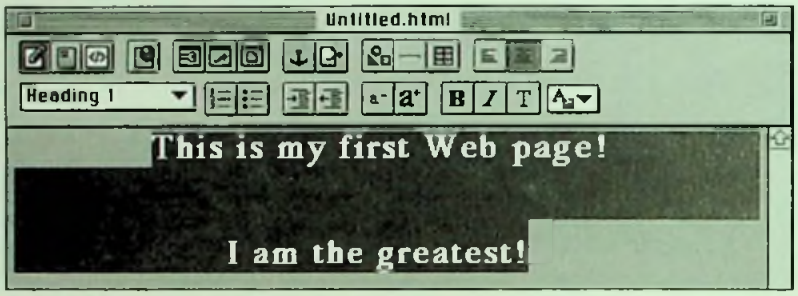


Figure 14-2: Centering and enlarging the text.

Saving a Web page

To save a Web page, you must give it both a title and a filename. The title appears in the title bar in most Web browsers and in the title bar in Claris Home Page when you're working in Preview Page mode. The filename is the name of the page as it appears on the Mac desktop. The filename appears in the title bar in Claris Home Page when you're working in Edit Page mode.

First, you save your blank Web page with the title, and then you save it with the filename in the folder you're working in. Follow these steps:

1. **Choose File➪Save.**

   The Enter Title dialog box appears, shown in Figure 14-3.

2. **Type the title of your Web page.**

   Figure 14-3 shows the title `My first page`.

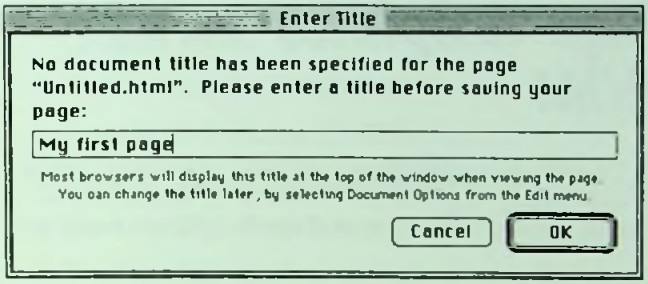


Figure 14-3: The Enter Title dialog box.

3. **Click on OK.**

   A dialog box appears, asking you to give a filename for your new Web page (see Figure 14-4).

4. **Type the filename in the Save file as text box, and then click on Save.**

   In Figure 14-4, the filename is `first.html`.

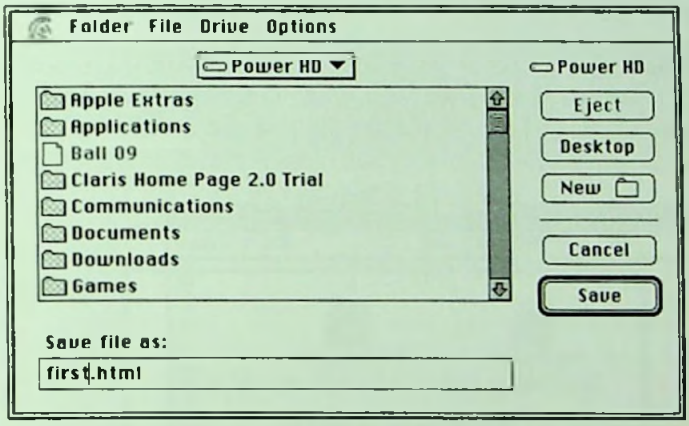


Figure 14-4: Saving the HTML file.



Because you are creating Web pages that will be uploaded to a Web server, you must pay attention to the organization of the pages and the objects used in the pages (the HTML files, the image files, and so on). All you have to do to keep things straight is to place all the pages and objects used by the pages in the same folder.

That's all there is to making a page. Sure, it's a really boring page, but congratulate yourself anyway. You're done with your first Web page.

Using the Page Templates on the CD-ROM

The Claris Home Page Trial comes with several pre-made pages, called *templates*, that are ready to go. All you have to do is add some text, maybe a photo, and you're off. I've also created three templates especially for this book:

- The Kid Page template is for younger kids. It has spaces where you can fill in your name, your interests, and other information about you and the things you do.
- The Big Kid Page template is for older kids and teenagers. It has the same places where you can fill in things about you, but it has a more mature look.
- The Family Page template is a basic family home page. You can add a scanned photo of the family to this page — and tell people all about your family.



All these templates, plus the graphics that come with them, are in the folder on the CD-ROM called, creatively enough, Web Page Templates in the Bonus Stuff folder. Figure 14-5 is a picture of the opened folder.

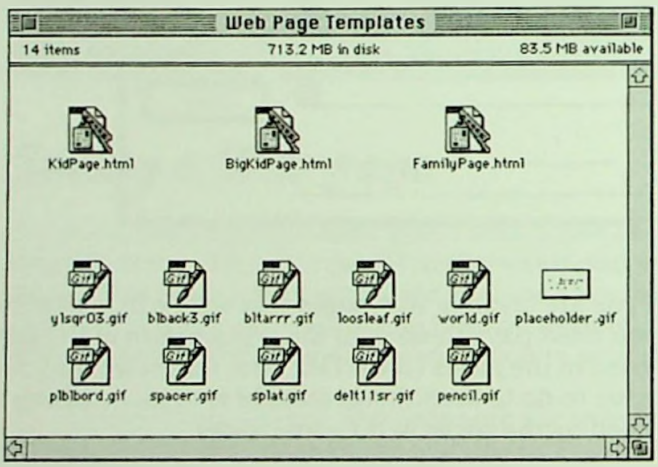


Figure 14-5: The Web Page Templates folder on the CD-ROM.

This chapter shows you how to use one of the templates, the Family Page, because you use the same skills with the other two templates. To create a home page for your family, follow these steps:

1. **Make sure that the *Macs For Kids & Parents* CD-ROM is in your CD-ROM drive.**

   The icon for the CD-ROM appears on the Mac desktop.

2. **Double-click on the CD-ROM icon to open it.**

3. **Find the Bonus Stuff folder and double-click on it to open it.**

4. **Find the Web Page Templates folder and double-click on it to open it.**

5. **Double-click on the `FamilyPage.html` icon.**

   The Claris Home Page Trial then opens, and the screen looks like the one in Figure 14-6.



Uh-oh. Did you get the dreaded `the application couldn't be found` dialog box? That's probably because you haven't installed the Claris Home Page Trial yet. Find it on the CD-ROM and install it, following the instructions in the About the CD appendix.

The first thing you do is replace the red text where it says `Your Family's Name` with, well, your family's name. Duh!

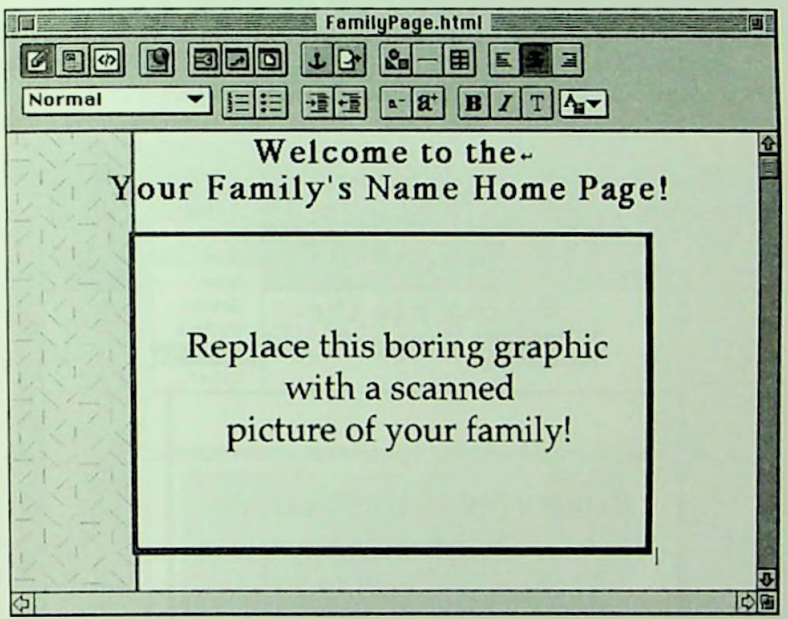


Figure 14-6: The top part of the Family Page template.

6. **Click at the start of the red text and drag to the end of the red text, highlighting it.**

7. **Type the name of your family.**

   The word you type replaces the red text (but is still red; don't worry, you fix that in a minute). Tom's son's last name is Smith, so we used that. You use whatever works for you.

So now your family name is in there, but it's still in red. If you like it that way, leave it and skip to the next step; the Web page police won't arrest you or anything for having red text. But if you want the text to be black like the rest of that line, go on to the next step.

8. **Highlight the red text and use the Text Color pop-up menu on the toolbar to turn the text black.**

   See Figure 14-7 to see how to use the pop-up menu.

Next you replace the placeholder graphic that says, `Replace this boring graphic with a scanned photo of your family!` Follow these steps to do that:

1. **You'll need a photo of your family that has already been scanned into the computer. You may have one from your work in Chapter 8. If you don't have a scanned picture, you can skip it by clicking on the placeholder graphic to select it and pressing the Delete key.**

   In order for the next steps to work, the scanned photograph must be in PICT format. If it isn't, go back to your photo-editing program and save the file in PICT format.

2. **Open the window in the Finder that has the scanned file in it, and position the window so that you can see the file, and in the background, the family page in Claris Home Page.**

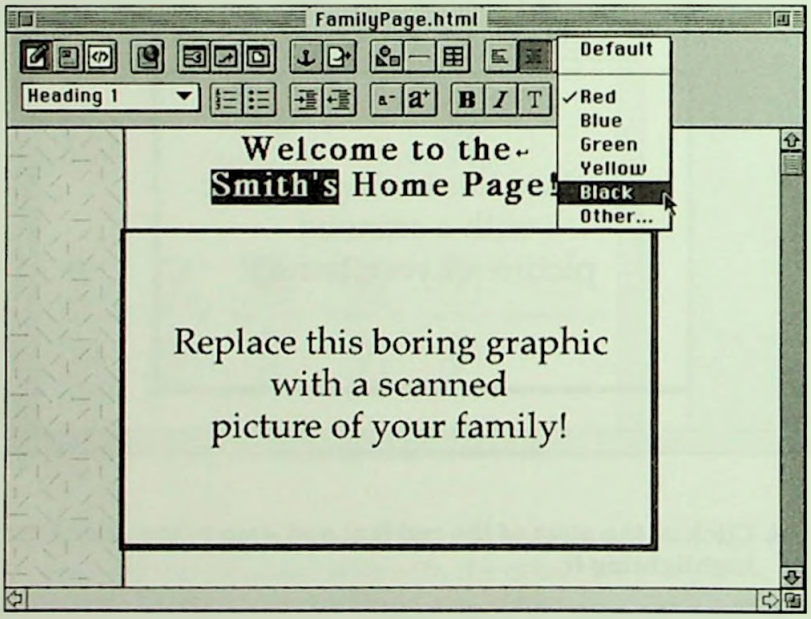


Figure 14-7: Using the Text color pop-up menu on the toolbar.

3. **Drag the scanned photo file from the desktop to the family page, and when the cursor is directly to the right of the placeholder graphic in the family page, release the mouse button.**

   The scanned photo appears in the family page. See Figure 14-8.

4. **Click on the placeholder graphic to select it, and then press the Delete key.**

   The placeholder disappears. Now that you've added a photo, you still have to add text to let people know about the family.

5. **Scroll down until you can see the middle of the page, as shown in Figure 14-9.**

6. **Drag over the text that says** `Replace this text with information about your family` **to highlight it, and then press the Delete key to eliminate it.**

   Zap! It's outta there.

7. **Type a story of your family in the blank space.**

8. **In the header that says** `What's Going On With the family name's`**, the words** `family name's` **are in red. Replace the red text and change the text color in the same way you did in Steps 6 and 7 in the preceding set of steps.**

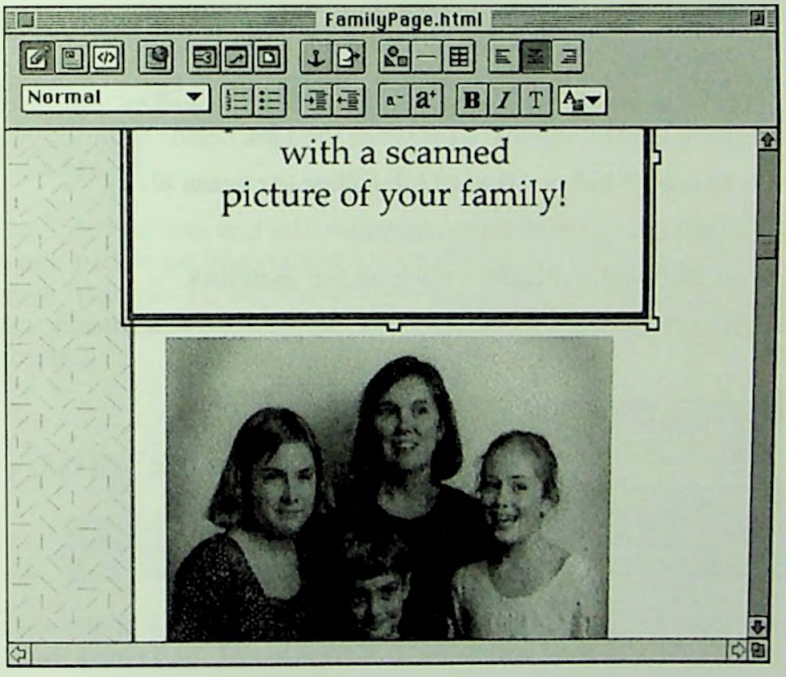


Figure 14-8: The added family photo in the page, with the placeholder selected, ready for deletion.

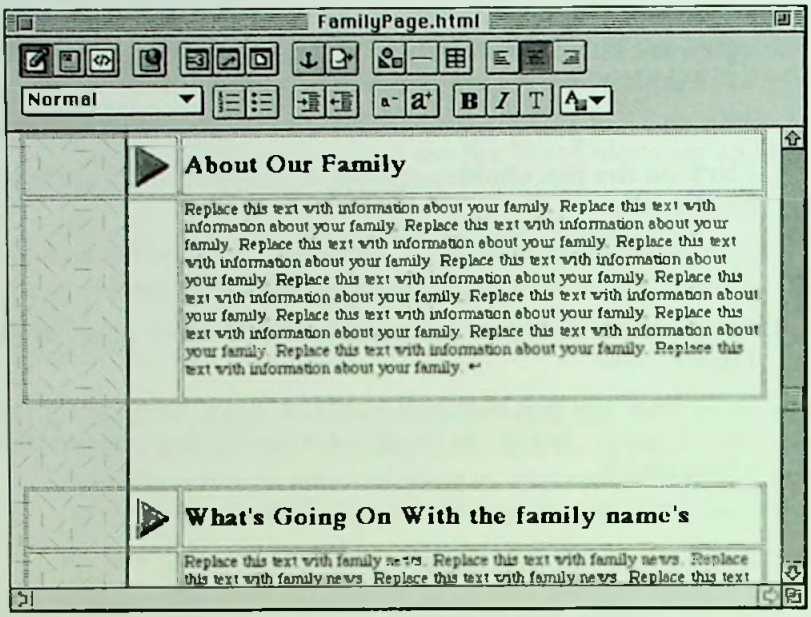


Figure 14-9: The middle of the Family Page template, where we'll replace some text.

9. **Scroll down a little more and then replace the text that says** `Replace this text with family news.` **with the latest goings-on of your family.**

10. **Replace the bogus e-mail address at the bottom of the page with your real one.**

    Notice that the word mail is blue and underlined? That formatting means that it's a link, so you use the Link Editor to modify it.

11. **Choose Window⇨Open Link Editor (or press ⌘+L).**

    The Link Editor window appears.

12. **In the editing window, click on the mail link.**

    Figure 14-10 shows the mail link in the Link dialog box.

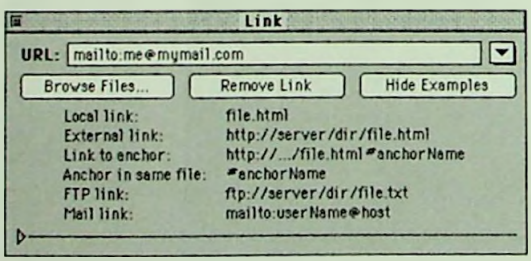


Figure 14-10: Editing a mail link.



13. **In the Link Editor window, highlight `me@mymail.com` and replace it with your own e-mail address.**

    Be careful here; don't leave any spaces between `mailto:` and the e-mail address.

14. **Press the Return key to accept your change.**
15. **Highlight the date and change it to the date that you updated the page.**
16. **Choose File➪Save As.**

    The usual file saving dialog box appears.

17. **Save the file on your hard disk.**
18. **To see the Web page, click on the Preview in Browser button on the Claris Home Page toolbar.**

    Your Web browser then opens and displays the page, as it will appear to anyone surfing the Web. Congratulations! You've made your first Web page!

The other two templates work in much the same way as the Family Page template — with the exception that neither one has a place for a scanned photo. There's no reason you couldn't add a photo to those pages, of course. All you have to do is drag a photo in from the desktop to where you want it on the page in Claris Home Page.

Where To Get More Info about Building Web Pages



You can find lots and lots of resources on the Web that can help you out when you're getting started with building Web pages — resources such as page tutorials, HTML primers, design tips, archives where you can download graphics, and much more. Following are a few places where you can get started.

Yahoo's Web Design page

```
http://www.yahoo.com/Computers_and_Internet/Internet/
        World_Wide_Web/Page_Design_and_Layout/
```

This site is a page of links to Web design resources all over the Web — some good, some bad. That's what you get for free, huh?

Killer Web sites

```
http://www.killersites.com/
```

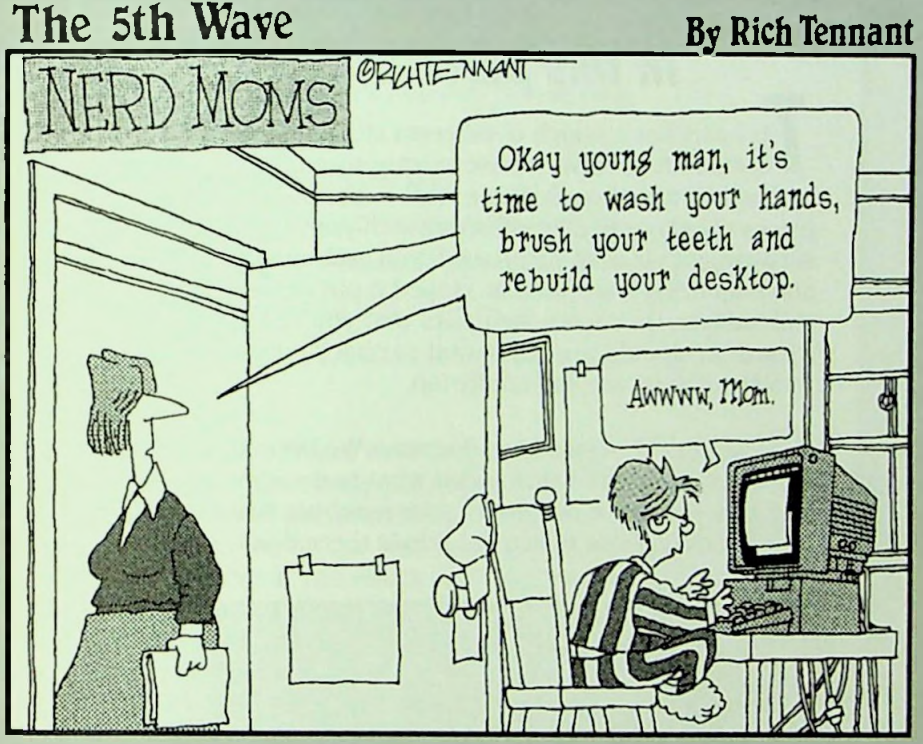
Okay, so we shouldn't even be telling you guys about this site because it is a totally advanced Web design site done by one of the Web's premiere designers. Some people would say that you're kids, and you aren't ready for this site yet. We say, sure, you may not get some stuff the first time you go there, but as you get more experienced, you'll get more and more of it. And besides, it's never too early to be exposed to good taste and excellent design. And it's *our book*, so we're leaving it in, you hear us? Gee, the things we have to do for you kids. . . .

Realm Graphics site

```
http://www.ender-design.com/rg/
```

Realm Graphics has over 330 free textures for fills and page backgrounds, and you can even see what it looks like on a page with its TextureView feature. The site also has almost 400 bullets, 150 buttons more than 150 icons and lines. It's a good place to pick up nice graphics.

Part V
The Part of Tens



In this part . . .

This part has a bunch of different stuff, kind of like your bottom drawer. We're not exactly sure how you want to use the stuff, though. Some stuff — the cool online places — you probably will share with your friends. And we wouldn't be at all surprised if you grabbed the stuff about amazing your parents, ripped it out of the book, and hid it so that everyone thinks that you're a computer wizard. And you'll probably want to check out the chapters about software and family fun.

However, one thing we know for sure: We hope that you don't have to use the stuff about what to do when your Mac acts weird. But just like that huge rubber band or leftover ChuckECheese ticket, the info is there if you need it.

Chapter 15

Ten Cool Online Places for Kids

In This Chapter

- Discover the world with The Discovery Channel
- Sports Illustrated for Kids is Sports Central
- Highlights for Children is fun on America Online
- Find out about almost everything at Learn2.com
- Have squishy fun at Nickelodeon's America Online area
- Head for the stars at SpaceZone
- GirlTech is the place for girls on the Web
- Catch up with your favorite superheroes at Marvel Comics Online
- Become the master of movie trivia with the Internet Movie Database
- Rock on with the Ultimate Band List

Between the World Wide Web and America Online, you can find a ton of cool places to hang out online. This chapter doesn't even begin to list them all, but the publisher told us to pick ten, so here they are! Of these ten places, seven are on the Web, and three are part of the Kids Channel on America Online. If you check out these places and you're still hungry for more pointers to cool places, be sure to surf to Yahooligans! Cool Links page at `http://www.yahooligans.com/docs/cool.html`. It's always stocked with a couple dozen great places for kids. (By the way, if you have no idea what the World Wide Web or America Online are and what the words *pointers, addresses,* and *keywords* mean in this chapter, take a look at Chapters 11 and 12.)

The Discovery Channel Online

- Where: World Wide Web
- Address: `http://www.discovery.com`

The Discovery Channel Online is one of the coolest places on the Web. Not only does it look great, but also the information is really interesting. Because the site has a very wide selection of topics, chances are good that you can

always find something that you like. The site has sections for Science, Nature, Technology, History, and Exploration. In one recent week, this site had stories about California radio pirates, orangutans who "talk" with sign language, what it's like to fly a chopper around New York City, what a pain Frederick the Great was, and extreme skiing in the Grand Tetons. See what we mean about a bunch of different topics? See Figure 15-1.

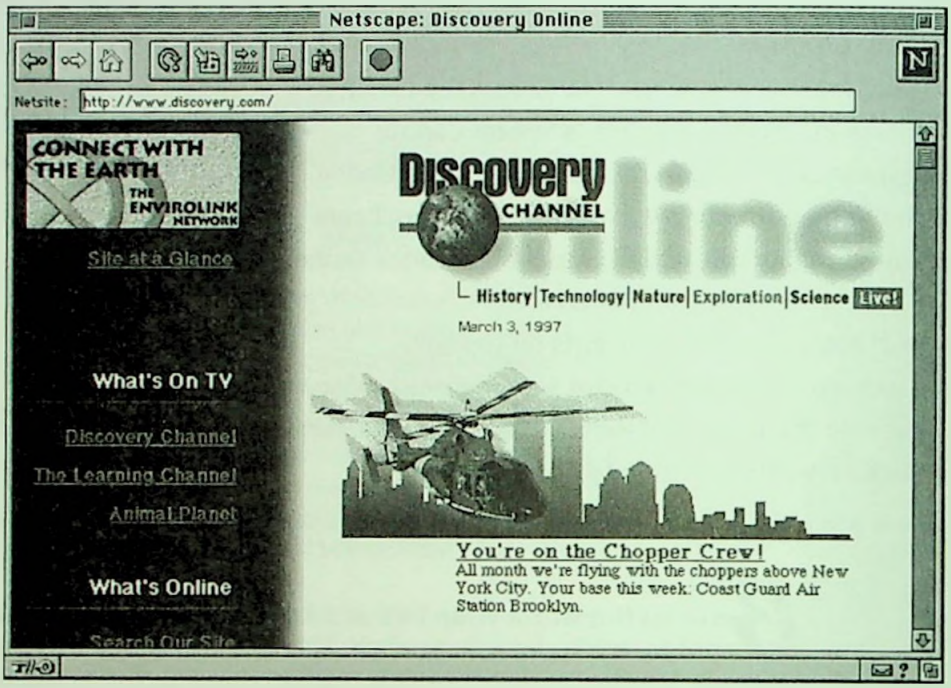


Figure 15-1: Discover the world at the Discovery Channel Online.

Sports Illustrated for Kids

- Where: World Wide Web
- Address: `http://www.sikids.com`

This site is the mother lode when it comes to sports for kids on the Web, covering just about every kind of sport — especially those involving kids. But the site doesn't skimp on sports superstars such as Michael Jordan, Deion Sanders, or Michelle Kwan. The site has plenty of games for you to play (and some of them are pretty tough, too!). You can also find interviews with athletes and coaches, as well as complete sports scores. If you like sports, don't miss this site. One thing to keep in mind is that SI for Kids has a lot of sound, video, and Shockwave clips throughout the site, so for the whole experience, you should make sure that you have your sound,

QuickTime, and Shockwave plug-ins installed into Netscape before you visit. But even if you don't have these plug-ins, you can still have a good time. Figure 15-2 gives you a peek.



Figure 15-2: Find out everything (almost) about sports at Sports Illustrated for Kids.

Highlights for Children

- Where: America Online
- Keyword: Highlights

This area, based on *Highlights*, the long-running magazine for kids, has interactive games, puzzles, and feature stories about kids. The area also has a section called Boredom Busters that helps you out when you have nothing to do. Plus, you can find all the familiar features from the printed version of *Highlights*, too, like Goofus and Gallant. If you haven't seen this feature in *Highlights*, it's a drawing with a moral lesson — starring Goofus, who's the not-so-good kid, and Gallant, who always seems to do the right thing. Personally, one of us never liked Gallant, but here's our try at the Goofus-Gallant thing: "Goofus always has trouble using his PC. Gallant gets his work done faster and better with his Macintosh." Figure 15-3 shows you the main *Highlights* screen.



Figure 15-3: Highlights Online — on America Online.

Learn2.com — The Ability Utility

- Where: World Wide Web
- Address: `http://www.Learn2.com/`

This Web site is totally cool, and it's great for your whole family. You could call this site "educational," but it's much more interesting than most of the so-called educational sites on the Web. Instead of just teaching you facts, Learn2.com gives you practical, step-by-step tutorials (actually, the site calls them *2torials*) about all kinds of stuff that you really are interested in. For example, you can find tutorials on how to spin a basketball; how to how to fix a leaky faucet; how you should break in a new baseball mitt; how to diaper a baby; and how to set a table. The stuff at this site will interest you and your friends, your brothers or sisters, and even your parents.

Nickelodeon

- Where: America Online
- Keyword: Nickelodeon

The kids' network is on America Online in a big way — with a really fun site. This place has info about all your favorite shows on the *other* screen (the TV one, not the computer!) such as *Hey Arnold!*, *Real Monsters*, *Are Your Afraid of the Dark?*, *Clarissa Explains It All*, and *Wubbulous World*. Chew On This! gives you a new question every week that kids from all over the country answer. The Nick Online Connicktion is the place where you get to hang out

with Nick fans coast-to-coast. You also can communicate with just about every part of the Nickelodeon Universe. Tom's son likes The Blabbatorium, a chat room exclusively for kids; in it, you can talk live with Nick Onliners from coast to coast. In the Smorgasboards, you can get connected with Cranked Up Comics, which are animated comics that play on your Mac. You can see a little of Nick Online in Figure 15-4. Oh, and whatever you do, don't click on the cookie!



Figure 15-4: Nickelodeon Online is as cool as it is offline on your TV.

SpaceZone

- Where: World Wide Web
- Address: `http://www.spacezone.com`

If you're into space, then you'll like SpaceZone. This site has up-to-the-minute news on space happenings, including live audio and video feeds of the NASA Select television channel (you'll want to have a 28.8 Kbps modem to watch and listen to these). The site also runs contests, such as a trip to Florida to see a Space Shuttle launch! The section on space history has exhibits that change every few weeks about past space missions and second looks at recent stories, such as the discovery of ice on the Moon or the possibility of life on Mars. The space education area tells you how to become an astronaut (hint: count on getting at least one college degree, and don't be afraid of working really hard). Figure 15-5 gives you a look at SpaceZone.



SpaceZone's Classroom Hall of Exhibits features the space-related classroom projects of schools around the world, and the site is always looking for new stuff to share with other classrooms. If your class is doing an interesting project on space, ask your teacher to send a description to the SpaceZone folks — you could be famous on the Web!

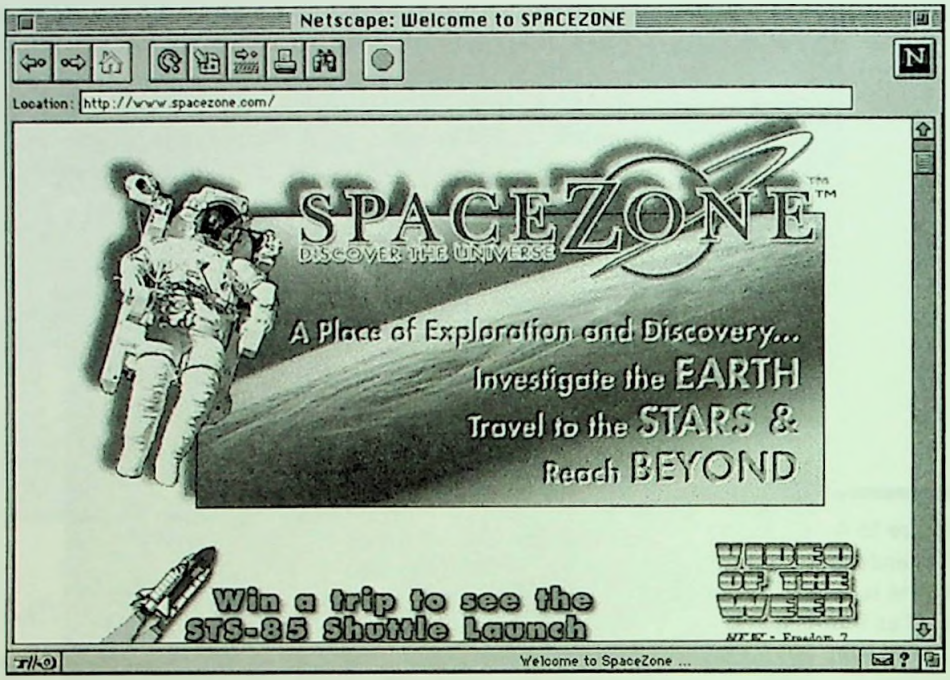


Figure 15-5: Take off for the outer limits with SpaceZone.

GirlTech

- Where: World Wide Web
- Address: `http://www.girltech.com`

This site is a great place for girls to hang out with other girls who are into technology. But GirlTech isn't just a place for geeks; you can find lots of artwork, writing, and fun stuff there. The Chick Chat area lets you meet girls with your interests from around the world, and the Girls Views section gives you up-to-date information about girl-oriented events. In the Invention section, you can find out about women inventors throughout history — and weird inventions that never quite made it. Tech Trips gives you links to other cool girl sites on the Web. Check out Figure 15-6.

Marvel Online

- Where: America Online
- Keyword: Marvel Kids

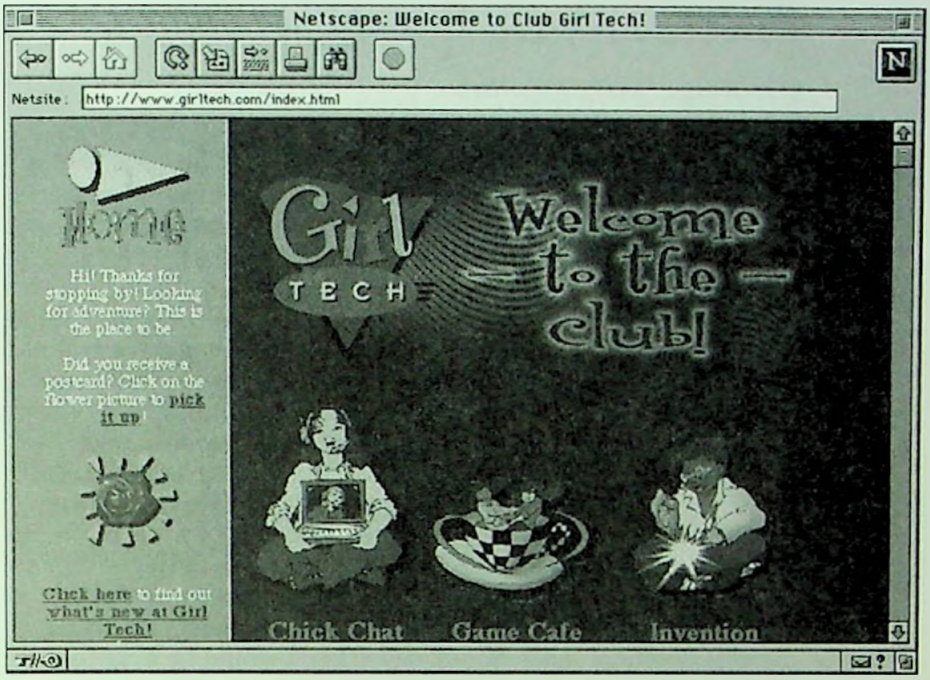


Figure 15-6: Tech isn't just for boys anymore. Girl power is on the air!

It's clobberin' time! Marvel Comics Online is the home of Spider Man, the Silver Surfer, the X-Men, and many more of your favorite superheroes — and super villains! You can find the info you want about all the best comic characters, and the weekly Cyber Comic shows you a new story, exclusively for online readers, with some limited animation. You can get a taste of this terrific-looking site in Figure 15-7.



Figure 15-7: Check out this Marvelous site.

Internet Movie Database

- Where: World Wide Web
- Address: http://us.imdb.com/

The Internet Movie Database doesn't show you a bunch of flashy graphics and sound clips, but it does have an incredible amount of information about movies and TV shows, including cast and crew lists, when the movie was made, and lots of other information. If you ever are stumped with movie trivia, go to this place for the answers to your questions. Internet Movie Database is like those huge books you can get that rate old movies and videos, only better — because all the information is hyperlinked. So if you've followed the links to a movie and find that a particular actor is in it, you can click on the actor's name and see all the other movies that he's been in. If you want to find out about the Oscars or Golden Globes, the IMDB keeps lists of current and past winners. We especially like the Goofs section, which points out the mistakes in movies. In *Independence Day*, for example, the opening shots shows the alien mothership with the Earth in the background. Trouble is, you can clearly see that the Earth is rotating at a speed that would make a day only about three minutes long! We won't even talk about the likelihood that Jeff Goldblum's Macintosh PowerBook would be able to interface with an alien computer system (but the movie was good anyway!).

Ultimate Band List

- Where: World Wide Web
- Address: http://www.ubl.com/

If you want to know about music, Ultimate Band List is the place to visit. This site lists bands that are old friends — and bands that you've never heard of. The nice thing is that the site has a really good searching feature that lets you track down bands by name, album name, or even by the kind of music (called *genre* and pronounced *jawn-rah*) they do. In fact, searching by genre can be the most fun because you often run across a band you've never heard of that makes the kind of music that you already know and like. The site lists more than 23,000 bands, from Punk to Alternative to World Music, to Dance, to Rap, to straight-ahead Rock — just about anything else you can think of. For each band, the site gives info on links to detailed sites about the artist on the Web; how to get on the artist's e-mailing list; and a link to Pollstar, which lists concert dates. The site also has a link to CD-Now, a discount CD store on the Web. You can browse the lists of record labels, clubs and concerts, and the Billboard 200 sales chart.

Chapter 16

Ten Tricks to Amaze Your Parents and Impress Your Friends

In This Chapter

- Close all open windows
- Open nested folders in one easy step
- Quickly backtrack through folders
- Use the Application menu
- Personalize the Apple menu
- Use Aliases
- Make your computer talk
- Get a macro program and use it
- Lock your documents
- Recover trashed items

As you become a Mac expert, you pick up lots of tricks and techniques. These ten suggestions are a starting place. Try them out — and impress your parents and amaze your friends. From simple Finder commands to suggestions for new software to get, you look like a Mac whiz when you use these tips.

Close all open windows

This trick is very simple, but it looks impressive! When you've opened several folders and your screen is cluttered with open windows, you can close all the open windows at once just by pressing Option+⌘+W.

Open nested folders in one easy step

When you view your icons by name (by choosing View⇨By Name), you see little triangles next to the tiny folder icons. Click on the little triangle next to a folder name, and it turns sideways with the contents of the folder listed underneath the folder name (see Figure 16-1). If you want to open a folder

that's nested deep inside several others, you can press the Option key as you click on a folder's triangle to expand the folder — and all the folders that are nested inside it. (You also can do the same thing by pressing Option+⌘+the right arrow key to expand the selected folder and everything inside it.)

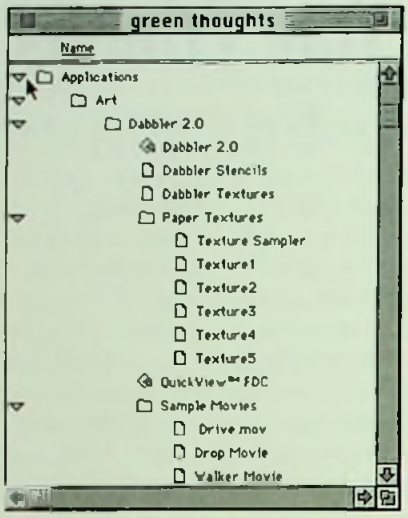


Figure 16-1: All the folders expand.

Quickly backtrack through folders

If you open a folder that's nested deep inside several other folders, you can quickly get back to one of the other folders. Press ⌘ as you click on the name in the title bar of the window you're in. A pop-up menu appears that lists all the enclosing folders. Drag down the pop-up menu to select one of the outer folders (see Figure 16-2). When you let go of the mouse button, the window of the outer folder pops open. This trick works whether the windows of the enclosing folders are open or closed.

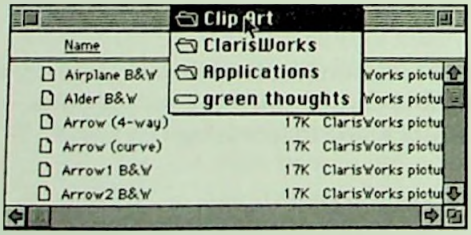


Figure 16-2: The pop-up menu lets you backtrack through the folders.



Clicking on the title bar itself doesn't do a thing. Make sure that you click on the name of the window!

Use the Application menu

The Application menu, you say? What's that? The Application menu is the menu that appears when you click on the icon in the upper right corner of your screen (see Figure 16-3). The icon changes, depending on the program you're in, but when you click on the icon (no matter what it is), you see all the programs that you have open. You can quickly move between programs by selecting them from the Application menu.



Figure 16-3: The Application menu lets you quickly move between open programs.

Personalize your Apple menu

You feel like a real pro when you make good use of your Apple menu — the menu that appears when you click on the multi-colored Apple in the upper left corner of the screen (see Figure 16-4).



Figure 16-4: The Apple menu.

Your Mac's Apple menu is a fast way to get to files and applications that you regularly use. If you want to add a file or application to your Apple menu, all you need to do is drop it inside the Apple Menu Items folder (which is inside your System Folder on your hard disk.) Follow these steps:

1. **Double-click on your hard drive icon, and double-click on your System Folder and your Apple Menu Items folder.**

   The Apple Menu Items folder opens.

2. **Click on the file or application you want to add to your Apple menu.**

3. **Hold down the mouse button and drag the item over the window for the Apple Menu Items folder.**

4. **Let go of the mouse button.**

   The item immediately appears inside the Apple menu.

You then may want to rearrange the Apple menu so that the things you use most often appear near the top. (This is especially true if you've added enough stuff to your Apple menu that the bottom of the menu disappears off the screen.)

Your Mac automatically alphabetizes everything in your Apple menu. But as far as your Mac is concerned, a space or an asterisk comes before the letter *A* in alphabetical order. So to rearrange your Apple menu, rename the items that you want to move to the top with a space or asterisk in front of their names.

If you want to put an application such as ClarisWorks into your Apple menu and you want it to appear at the top of the menu, for example, name the item *ClarisWorks. When you drop ClarisWorks into your Apple Menu Items folder, it shows up at the top of the Apple menu, before the Calculator and anything that would usually come before it alphabetically.

Use aliases

An alias on a Macintosh isn't a false name used by spies or undercover cops; an *alias* is a way of keeping frequently used files, applications, or folders in handy locations. When you make an alias of an application, you can move the alias to a more convenient location — such as the desktop or the Apple menu. Or you can make several aliases and keep the application in a number of different places. When you double-click on the alias, the application opens. To make an alias, follow these steps:

1. **Select a folder, file, or application.**

2. **Press ⌘+M (or in Finder, choose File⇨Make Alias.)**

   An exact copy of the file icon appears. Well, almost exact. Notice that the name is in italics (see Figures 16-5 and 16-6). The italics let you know that the icon is an alias.



Figure 16-5: The alias of Kid Pix Studio that can be left on the desktop.

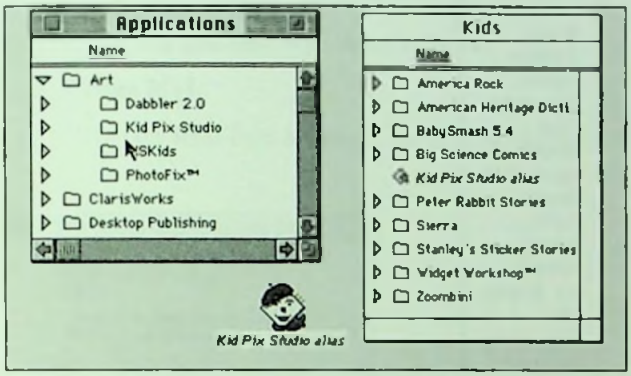


Figure 16-6: Kid Pix Studio is in the Art folder, but an alias of it is in the Kids folder and on the desktop.

Make your computer talk

If you've used a Macintosh for more than 20 minutes, you've already figured out that a Mac makes many noises. But you may not have realized that your Mac also talks.

If your Mac uses System 7.5 or is fairly new, it can probably talk without much help from you. Double-click on the icon for your hard drive, double-click on your System Folder and your Extensions folder, and scroll to find SpeechManager. If it's there, you're probably set to go.

If not, you can get PlainTalk with either System 7.5 or later (or you can download it from an online service such as AOL). After you install all the PlainTalk components in your System Folder (following the instructions that are provided), you can make your Mac talk with any supported program, including ClarisWorks, America Online, or even SimpleText. (Check out Chapter 11 for more on America Online.)

In any of those programs, type a few sentences and then choose Sound➪ Speak All. From the same menu, you can choose one of the many voices Apple provides. Your Mac will speak the sentences you've typed.

Try these voices and sentences for some real fun (see Figure 16-7):



Figure 16-7: Your Mac can speak what you type.

Voice	*Sentence*
Agnes	If you haven't finished your homework, you will force me to give you an F.
Bad News	Pray for the dead, and the dead will pray for you. This is because they have nothing else to do.
Hysterical	What in the world has been happening here?
RoboVox	R2? R2? Where are you, R2?
Trinoids	Take us to your leader, or we'll be forced to put you in our matter transmitter and beam you up to Jupiter.

Get a macro program and use it

This tip is really a whole set of tips. Special macro software, such as QuicKeys, Tempo II, and KeyQuencer, let you tell your Mac to take a whole series of steps with a single keystroke. If you get one of these programs, you can do such things as launch your e-mail program, type a note that says, "Hi, Mom, I've finished all my homework. Is it okay if I go out to play? Thanks!"

and send your e-mail just by pressing a key or two on the keyboard. As you can guess, getting a macro program and putting it to work makes you look like an instant whiz.

Lock your documents

Unlike the lock on your bedroom door, locking a file on the Mac won't keep people out. (If you want to prevent someone from seeing what you're doing, keep your file on a floppy disk and keep the disk with you.) But you can prevent people from accidentally throwing away your important files. Follow these steps:

1. **Click on the file you want to lock.**
2. **Press ⌘+I.**

   The Get Info box appears, as shown in Figure 16-8.

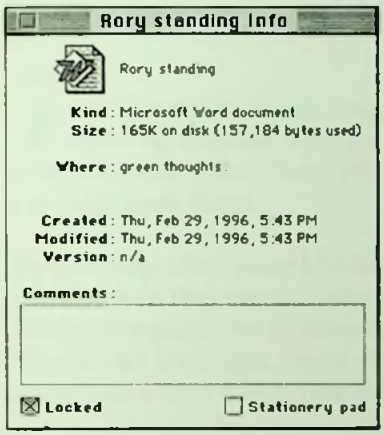


Figure 16-8: The Get Info box lets you lock your files.

   See the little box next to the word Locked?

3. **Click in the Locked box.**
4. **Close the Get Info box.**

   Your file is now locked. No one can accidentally throw it away.

Recover trashed items

You drag something to the Trash icon, drop it in, and then casually choose Special➪Empty Trash in the Finder. But oh, no! That's wasn't your draft you just threw away! It was the final version of your homework — the version that's due tomorrow morning!



If you have a file recovery program such as Norton Utilities, you can usually recover most things you've thrown away. But even without such a program, you can get some things back from the trash. If you empty the trash and immediately realize that you shouldn't have, turn off your Mac. Don't choose Shut Down, don't choose Restart, and don't perform any other commands. Just turn the power off — by unplugging the computer if necessary. When you start up again, your trashed items are back in the Trash, just as if you'd never emptied it. (Thanks to David Pogue and Joe Schorr for this tip!)



Don't do this on a regular basis, however. Turning the power off to your Mac upsets its stomach. Well, okay, your Mac doesn't have a stomach — but it's not really good for all your Mac's delicate innards to have the power abruptly stopped. We've never actually heard of anyone whose Mac was damaged by turning the power off, but we'd hate to have you be the first. So use this tip only when it's urgent.

Chapter 17

The First Ten Things to Try when Your Mac Acts Weird

In This Chapter

- Things that go wrong
- Quick fixes
- Things you can do to keep problems from happening

This chapter is about dealing with your Mac when things go wrong. And make no mistake about it; something will go wrong sooner or later. This chapter talks about the most common things that go wrong and how to recover from them.

By the way, after your Mac returns to normal, you may never find out just what it was that went wrong. Our advice is: Don't worry about it. So many things are going on in your Macintosh that an almost infinite number of things can freak out. Once you're back up and running, just chalk it up to experience and don't look back.

Common Problems

About a zillion things can go wrong with any computer, and Macs aren't exempt. Still, there are a few things that you're more likely to see than others, so we've listed the most common problems — along with what you can do about them.



You can try quite a few heavy-duty troubleshooting tips and procedures if you have a really thorny problem, but they are outside of the scope of a book intended for kids. If you have problems that aren't covered by the solutions in this chapter, we recommend that you turn to one of the excellent books that have good troubleshooting advice. One good choice is the

troubleshooting chapter in *Macs For Dummies* by David Pogue (IDG Books Worldwide, Inc). Another, more technical (but still quite readable) book devoted almost entirely to fixing Mac problems is *Sad Macs, Bombs, and Other Disasters*, by Ted Landau.

Your Mac freezes

So you're working away and, all of a sudden, you can't seem to do anything. You can't type on the keyboard, and the pointer may or may not move when you move the mouse. Here's the bad news: there's not much you can do except to restart your machine. You can pretty much count on losing all the work that you had done since the last time you saved. That's one more reason to get into the habit of saving often. Some people usually save every time they hit the end of a paragraph. System freezes seem to happen more on Power Macintoshes than on 680X0 Macs. Guess it's the price we pay for all that extra speed.

What to do: If your Mac has frozen, you can restart your machine by pressing the ⌘+Control+power key at the same time.

If that doesn't work, you can still turn off your Mac from the power switch on the CPU itself. The exact location of the power switch varies widely among Mac models (though it's usually on the back of the machine). Check the manual that came with your computer for the exact button to press.



Wondering where the power key on your *keyboard* is? It would be nice if there were a key that simply had the word *Power* written on it, but no, Apple needed to be clever and make you search for it. Here's the trick: The power key is the one that has the left triangle on it. On most keyboards, you can find this key in the upper right corner of the keyboard, but on many Macs made in the early 1990s, this key is a large button toward the upper middle of the keyboard.

By the way, one fairly common thing happens that looks like a system freeze, but really isn't. People sometimes think their system is frozen because they can't type or because their mouse cursor won't move. Turns out that there's nothing wrong with the system — their mouse or keyboard cables just came loose. Make sure that the cables are firmly plugged in.

You get a dialog box with a picture of a bomb in it

This dialog box is one of the things about Macs that especially freaks out new users. With no warning, this nasty dialog box shows up, usually with only one option — to press the Restart button that is in the dialog box. Once

again, you'd better be in the habit of saving your work often, because you're going to lose anything you've done since you last saved it. The dialog box usually has some unhelpful message in it such as `Sorry, a serious system error occurred`. Well, heck, you already knew that, didn't you? You wouldn't have gotten a bomb otherwise? Like Homer Simpson would say, "Doh!"

What to do: Again, all you can do at this point is to restart your machine by pressing the ⌘+Control+power key on your keyboard at the same time.



Sometimes (not often) you can get out of a system bomb by trying to Force Quit the program you were working with when the bomb appeared. A forced quit bails out of the program and returns you to the Finder — *without* restarting the whole machine and losing all the work in any other program you may have been working in. To do a Force Quit, follow these steps:

1. **When you get the bomb dialog box, press the ⌘+Option+Esc (the escape key is that little button that's probably on the upper left of your keyboard).**

   A dialog box that says `Force Quit [the name of the application you were working in]?` then appears.

2. **Click on the Force Quit button.**

   You're back in business.

3. **Go to any other programs that were active when you got the bomb and save your work in each of them. That way, you can be sure that you won't lose your work in any of these other programs.**

4. **Choose Special➪Restart in the Finder to restart your machine normally.**



If the Force Quit doesn't work (the Mac freezes solid when you click on the Force Quit button), then you have to restart the machine by pressing ⌘+Control+power key.

If you're wondering what the error codes that sometimes appear in the bomb dialog box mean (the most common on Power Macintoshes seems to be the infamous `Type 11 error`), wonder no more. Basically, they don't really mean anything — or at least anything that is useful to most people. Sometimes these error codes can help out programmers, but usually, they're just the Mac's way of saying, "Something went wrong, and I'm not sure what it was!"

A cousin of the bomb dialog box is the dialog box that tells you `[Your program] has unexpectedly quit`, with or without an error code. You may be out of memory (see the next section for info on what you can do to fix or prevent that), or the program may have just hiccupped. It's a good idea to restart your machine before trying to launch that program again.

You're out of memory

The amount of memory (in this case, we're talking about the amount of RAM) that your Mac has is limited, and you can't have more programs open than will fit in the RAM that you have. (If you need more information about RAM, see Chapter 1.) Imagine that the memory of your Mac is like the backpack you use for school, and each of the programs that are running is a book. Once you've filled up the backpack, you can't fit any more books in it, and if you try, you will rip the backpack, squash one of the other books, or both. That's kind of what happens when you have the memory of your Mac filled with open programs — and you try to open yet another. Usually, the Mac just shows you a dialog box that says that there isn't enough memory to open whatever program you tried to open, you click on the OK button, and then you go on working. But sometimes one program tries to steal the RAM assigned to another program, and then your Mac crashes or freezes.



If you get a dialog box that says something like `Not enough memory to use ClarisWorks` or whatever other program you're trying to use, chances are you didn't notice that you already have programs open.

One of the most common mistakes to make when you first begin using the Mac is to fail to understand the difference between closing a file and quitting an application. A lot of times, people close all of an application's windows, click on another application's still-visible window, and think that they've quit the first application. They haven't; they've just moved it into the background, and that first application is still taking up memory.

Think of all the open programs on your Mac as being stacked up in layers. At the bottom is the Finder, and every open application creates another layer. After you create so many layers, your Mac's memory is full, and you can't open any more programs. So it's important that you remember to quit programs by opening their File menus and choosing Quit rather than just closing all of the programs' windows.

What to do: To straighten out the mess, follow these steps:

1. **Click on the application menu in the upper right hand corner of the screen and drag down to one of the programs you're not using.**

   Figure 17-1 shows the application menu with several programs.

2. **Choose File⇨Quit.**

   The program closes, and your Mac has one less thing to occupy its memory.

3. **Continue clearing out the other programs this way.**

   You should soon be able to open the program that you wanted to use in the first place.

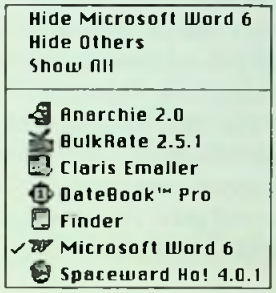


Figure 17-1: The application menu lets you switch easily between open programs.

While we're talking about memory, you can sometimes also fix some problems you're having with a particular program crashing by giving it more memory to use. You set the memory space or allocation of a program in its Get Info dialog box in the Finder. To check the memory allocation and increase it, if necessary, follow these steps:



1. **Make sure that the program you want to check isn't running.**

   If the program is open, choose File➪Quit in the program to close it.

2. **Open the folder containing the icon for the program.**

3. **Click *just once* on the icon to select it.**

   The icon should now look like the highlighted icon in Figure 17-2.



   Did you accidentally double-click on the icon, launching the program? Don't worry; just wait until the program opens all the way, and then choose File➪Quit (or press ⌘+Q). Then start these steps again.

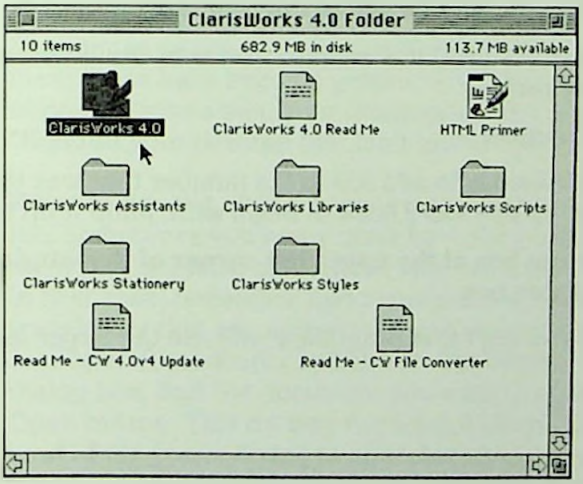


Figure 17-2: A highlighted icon in the Finder.

4. **Choose File: Get Info in the Finder (or press ⌘+I).**

   A window like the one shown in Figure 17-3 opens. At the bottom of the Get Info dialog box is a box called Memory Requirements, with three numbers expressed in K, or kilobytes of memory. The first number is the suggested memory size, the number the programmers though would be best. The second number is the minimum size, the absolute smallest amount that you can set the memory size to and still have the program work. Finally, you see the preferred size, the number you should change if you want to give a program more memory.

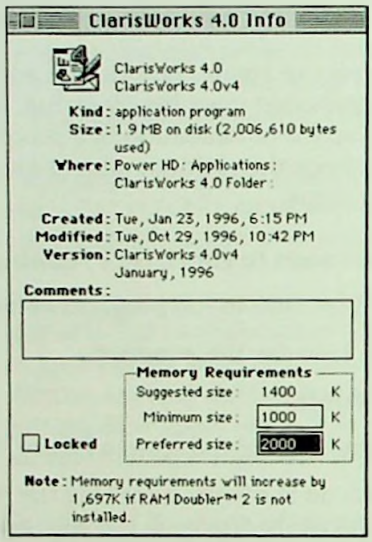


Figure 17-3: The Get Info dialog box lets you change a program's memory size.

5. **Click on the Preferred size input box (in some older version of the System software, it might be called Current size).**

6. **Press the Delete key until the number that is in the Preferred size input box goes away.**

7. **Type a larger number.**

   A good rule of thumb is to add 500 to the number that was there before. So if the Preferred size was 2,000K to begin with, jump it up to 2,500K.

8. **Click on the close box at the upper left corner of the window to close the Get Info dialog box.**

   The next time you start that program, it will use the larger memory allocation.



When all else fails with memory problems, you may just need to install more RAM in your Mac. Here's another rule of thumb: if you have a 680X0 Mac, the least amount of RAM you can get by with to run today's programs is 8 or 12 Megabytes. If you have a Power Macintosh of any sort, you need a minimum of 16 to 32 Megabytes of RAM. If your Mac needs more RAM, check with your computer dealer about price and installation of more RAM chips.

You can't open a file

You try to open a file and get `The file [file name] could not be opened, because the application could not be found` message shown in Figure 17-4. What really bugs you is that you know that the program that made the file is available because you can see it right there on your disk. What's wrong? Chances are your desktop file needs to be rebuilt. See the section "Rebuild Your Desktop File" later in this chapter.

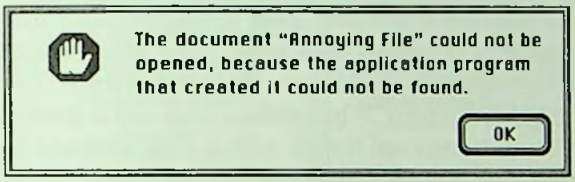


Figure 17-4: This dialog box could be a lot more helpful.

Some of your icons suddenly become generic blank icons

Sometimes you may start your Mac and find that some or all of your document icons have become generic document icons, looking like blank pieces of paper. Once again, your desktop file needs to be rebuilt. See the section "Rebuild your desktop file" later in the chapter.

What to do: Not all blank icons mean that you need to rebuild the desktop file. Sometimes you really don't have the program that created that document on your hard disk, so the Mac has a good reason to use the blank icon. In that case, remember that many programs, such as ClarisWorks, have translators that can understand and convert files created by other programs. Just open ClarisWorks and choose File⇨Open. From the standard Open dialog box, find the document you want to open, select it, and click on the Open button. This tip may not work if ClarisWorks doesn't understand the kind of file you're trying to open, but trying something is better than nothing.

The cursor moves jerkily

The reason for this jerkiness is almost always because the mouse or trackball you're using is dirty. Clean it according to the instructions in Chapter 3. We've actually seen mice that were so gunked up they couldn't be cleaned (such as an unfortunate accident with some cherry Kool-Aid), but normal dirt isn't hard to get rid of.

Quick Fixes

Macs are pretty friendly and really peace-loving creatures. They offer some simple ways to try getting around finicky software that is bound and determined to create conflicts that can drive you crazy.

Restart without extensions

Let's talk about extensions for a moment. Ever notice how a row of icons marches across the bottom of your screen when your Mac is starting up? Those are system extensions. Extensions are bits of software that let your Mac do things that it can't do itself. While extensions are a great help (you wouldn't be able to do so many cool things with a Mac without them), they aren't necessarily very well-behaved. Any one extension doesn't check to see that it works well with all the other extensions. So if two different extensions conflict (by, say, trying to grab the same bit of memory at the same time), you get a crash, and you have to troubleshoot the problem.

What to do: Restart your Mac without loading any extensions by choosing Special➪Restart in the Finder and then immediately holding down the Shift key on your keyboard. You may (or may not, depending on the version of your System software) see a message appear that says `Extensions off`. If you don't, just keep holding down the Shift key until the desktop appears. Now try to do what you were trying to do before you had the problem. If all is well, you had an extension problem.

Dealing with an extension conflict

Sometimes, the problem is that one extension doesn't play well with other extensions — or insists that it has to load before another in order to work correctly. The trouble is, it's awfully hard to figure out first, which extension is torturing you, and second, what to do about it. One way to find the troublemaker is to remove extensions from the Extension folder in your

System Folder one by one, restarting your Mac each time — until the problem goes away. That works, but it can take a very long time to nail down the problem. You're better off finding a program that automates the process, and we've got just the thing on the CD-ROM that comes with this book.



What to do: If you have a problem with system extensions (and many people do at one time or another), you can isolate and fix the problem with the demonstration copy of Casady & Greene's Conflict Catcher 4. The program, CC4 (as the experts call it), is just wonderful. It lets you turn on or off extensions individually. You can group extensions together so that turning one extension on switches on a group of others. You can even reorder extensions so that one loads before another. Best of all, when you have an extension conflict, CC4 runs an automatic test for you, trying various combinations of extensions and restarting your machine automatically until it nails the bad-mannered extension. See Figure 17-5.

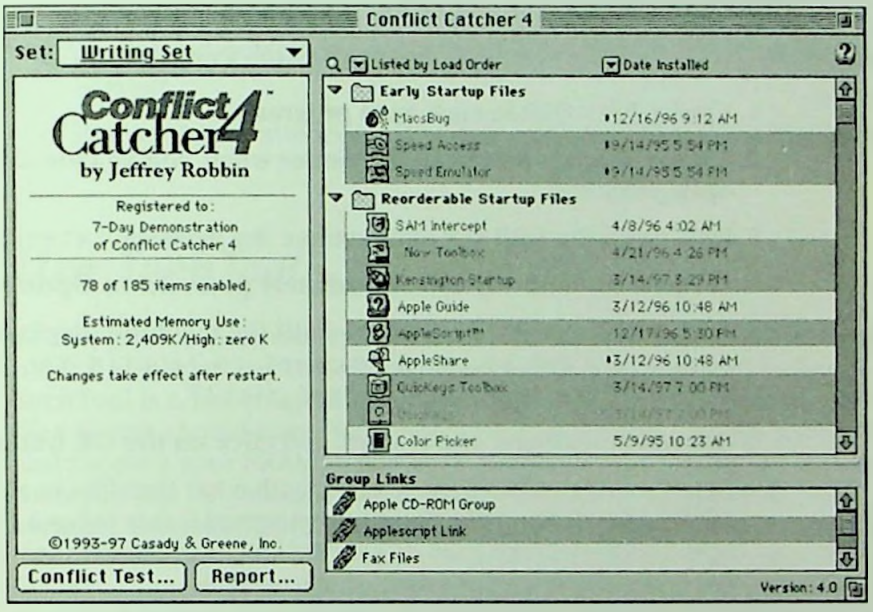


Figure 17-5: Conflict Catcher 4 is just the ticket to help you out of your extension problems.

Conflict Catcher 4 has instructions that tell you how to install it and run a conflict test. The demo version is just the same as the store-bought version, but it works only for seven days and then disables itself. If you want to go on using it, you have to get your parents to buy a copy. Still, it works long enough for you to find and fix some pretty major problems.

Things You Can Do to Keep Problems from Happening

The best way to solve problems is to try to avoid them in the first place. Following are some helpful hints on how to stop problems before they happen.

Rebuild your desktop file

The Mac Finder has a invisible file called the desktop file, in which the Mac keeps track of all the icons on your hard disk and also keeps information on where files and folders should appear on your desktop. Sometimes the desktop file becomes overloaded or confused and needs to be rebuilt.

You need to rebuild your desktop file when icons show up as blank document icons — or when your machine seems to really be slowing down, especially in the Finder. To rebuild your desktop file, follow these steps:

1. **Choose File⇨Quit in each open program.**
2. **Choose Special⇨Restart in the Finder when you've closed all the open programs.**
3. **Hold down the Shift key until you see the message** `Extensions off.`
4. **Let go of the Shift key and immediately press down Option+⌘.**
5. **Keep holding down the two keys until the machine displays a dialog box that says** `Are you sure you want to rebuild the desktop file on [the name of your hard disk]?`
6. **Let go of the Option and ⌘ keys, and click on the OK button.**

   A progress dialog box then appears, with a bar that fills in as the Mac rebuilds the desktop file. Don't be concerned if this takes a few minutes. The bigger your hard disk is, the longer the Mac takes. As long as the progress bar keeps moving, that's normal.
7. **Choose Special⇨Restart in the Finder when the progress dialog box goes away.**

   Now you can go back to using your Mac normally (or about as normal as you get — we've heard that you can get pretty weird!).

Zap your parameter RAM

"What the heck is parameter RAM," you ask? It's the part of your Mac that never sleeps. There's a little bit of memory that is always kept active by the battery inside your Macintosh. This bit of memory stores settings that your Mac needs to know every time it starts up, settings such as the date and

time, what desktop pattern is set, whether AppleTalk networking is on, and things like that. Sometimes the parameter RAM (also known as PRAM) gets messed up and needs to be reset. Because this process requires a precise and quick sequence of steps, be sure to read all the instructions before you start. Then follow these steps:

1. **Choose File➪Quit in each open program.**
2. **Choose Special➪Restart in the Finder when you've closed all the open programs.**

   Here's where the steps get a little weird.

3. **Hold down these four keys at the same time: ⌘+Option+P+R.**

   Instead of restarting normally and going back to the desktop, your Mac restarts again almost immediately.

4. **Keep holding down the four keys until the Mac restarts yet again and then let go of the keys and let the Mac restart normally.**
5. **Check your control panels to make sure that your settings are still correct.**

   Pay particular attention to the date and time settings, and the mouse speed.

Use TechTool



You've just learned how to rebuild your desktop and zap your PRAM, but there's an easier way to do these things — if you have the right software. TechTool is a free program (from MicroMat Computer Services) that every Mac owner should have. TechTool takes care of rebuilding the desktop file and zapping your PRAM — and does a better, more complete job of both than you can by yourself. TechTool totally rebuilds your desktop from scratch, eliminating problems with the rare desktop files that are so munged that they can't be rebuilt in the normal fashion. TechTool also zaps the PRAM in a more thorough way than the preceding method and allows you to save and restore your current PRAM settings so that you don't have to go back and do it manually. Another cool thing about the newest versions of TechTool is that it can use the floppy-drive cleaning kits that you can buy in computer stores to clean your floppy disk drive when it gets gunked up. You don't have to do this very often (maybe once a year), but it's nice to have a tool that does it right. We've included it on the CD-ROM that comes with this book. You can download future versions of TechTool from the Macintosh Utilities library on America Online (keyword MUT), or you can get it from the Shareware.Com site on the Internet at `http://www.shareware.com`

Get a surge protector



Surge protectors (a power strip with special circuits to protect your equipment if the voltage suddenly changes) are an important part of a computer system — yet one that's often forgotten. Plugging all your computer equipment into a surge protector can protect your hardware from unexpected power surges or electrical damage from lightning or unreliable electrical power. By spending less than $30, you can protect your computer from thousands of dollars worth of damage. If you have a modem, it's worth it to spend an extra few dollars to get the kind of surge protector that also lets you plug in the phone line that goes from the wall jack to your modem; phone lines are as susceptible to power zaps as the regular power lines. During storms, though, to be extra safe, just unplug all your computer equipment.

Chapter 18

More Than Ten Stupendous Software Programs

In This Chapter

- Lively language arts
- Sizzling science
- Masterful mathematics
- Sensational social studies
- Grooving games

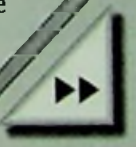
If you're like the rest of the world, you want to use your computer to play. And we've found lots of fantastic software for you to play with — from wonderful educational software to great games and entertainment programs. This chapter arranges the programs in groups and gives a brief description of each program.

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Lively Language Arts

Dr. Seuss's ABC. Perfect for learning the alphabet, this interactive book from Brøderbund is also lots of fun. It's tough to believe that anyone could improve on Dr. Seuss, but the clever animations, fun music, and added dialog make this CD worth playing over and over again.

Stellaluna. This story of a bat that gets lost and winds up living with a family of birds is just wonderful (see Figure 18-1). From Brøderbund, it includes some great information about bats — maybe not your favorite subject now, but one that'll fascinate you after you meet Stellaluna!



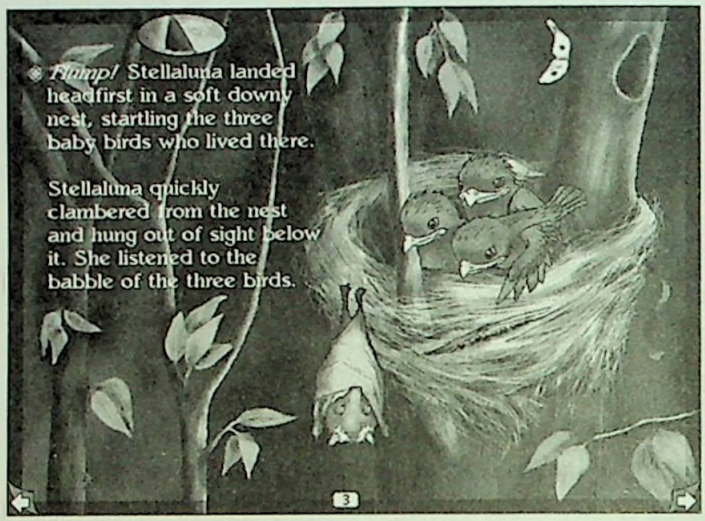


Figure 18-1: Stellaluna is beautifully drawn and beautifully written.

Kid Phonics 2. For kids up to age 9, this software from Davidson & Associates is a great way to improve your reading skills. Set in an old Western town, you play games that give you practice with such tricky things as silent letters and homonyms.

Reading Galaxy. For kids 8 to 12, the program from Brøderbund works on reading comprehension — although the work feels like play! In this game, you're a contestant on an intergalactic game show (see Figure 18-2). Aliens are claiming to have written some of Earth's greatest children's books, from *Charlotte's Web* to *Alice in Wonderland*. You have to prove them wrong by reading excerpts from the books and answering questions about them. You have to be a good reader to do well in this game, but it's a fun way to become a better reader.

Grammar Rock. Okay, let's face it — nothing can make grammar fun, but Grammar Rock by Creative Wonders comes pretty close. In Grammar Rock, you help Schoolhouse Rocky, a cheerful superhero, invite his Grammar Gang friends to a party. Every time you finish one of the grammar activities, the friend you met during the activity goes to the party. When you finish all the activities, the party can start. Eighteen different activities challenge you to learn grammar stuff — painlessly.

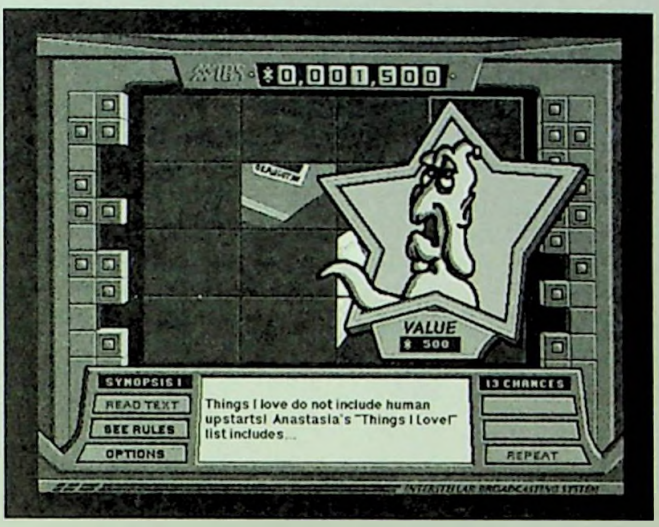


Figure 18-2: In Reading Galaxy, you compete against aliens and prove that they *didn't* write the books they claim to have written.

Sizzling Science

Invention Studio. With this software by Discovery Channel Multimedia, you design, build, and test all sorts of inventions. You can build cars and planes or crazy contraptions that move a mouse from one place to another. You learn about power, mechanical forces, and construction as you take the devices you design from blueprints to working models.

Widget Workshop. The only thing better than being a scientist is being a mad scientist! In the Widget Workshop program, you get to play in a mad scientist's laboratory, building and solving experiments and puzzles, and inventing widgets — tools to do just about anything you can imagine. By using dozens of parts and pieces in Widget Workshop, you experiment with light, color, sound, time, gravity, random numbers, logic, mathematics, switches, planets, pendulums, and even different kinds of hearts — not real ones, just computerized ones.



Big Science Comics. Big Science Comics from Theatrix Interactive is hands-down the most fun of the science applications. In this product, you experiment with elasticity, energy, equilibrium,

gravity and other forces, mass, and the fundamentals of simple machines (see Figure 18-3).

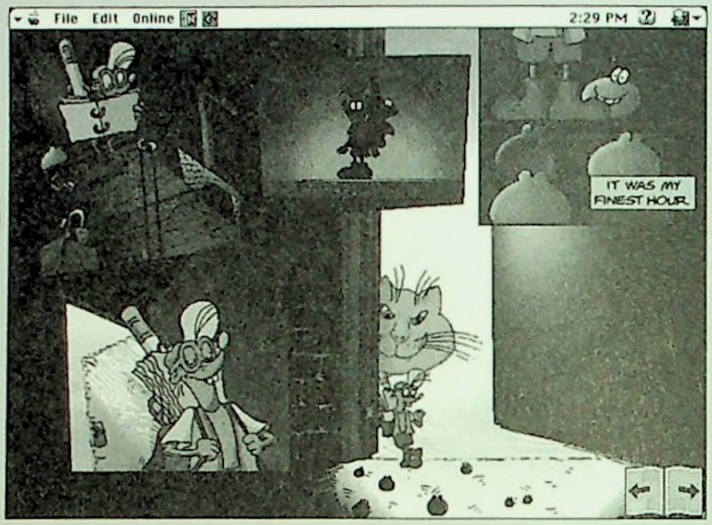


Figure 18-3: Big Science Comics looks like — surprise, surprise — a comic book.

Masterful Mathematics

ON THE CD

The Logical Journey of the Zoombinis. In this game from Brøderbund shown in Figure 18-4, the Zoombinis (little blue folks) set out on a journey to found a new city. Along the way, they travel through 12 puzzle regions. You don't see a single number in Logical Journey, but you do discover math concepts, such as data analysis and sorting, graphing, logical reasoning, and statistical thinking. Maybe that sounds totally boring, but it's not. You'll have fun, your parents will approve, and they'll probably even you play longer!

Math Heads. You're a television show contestant in three separate math games. This wacky software from Theatrix Interactive tests your math skills and challenges you to learn more, but in a way that's you're sure to like — if you like television, music videos, rock music, and other things parents usually raise their eyebrows over (see Figure 18-5).

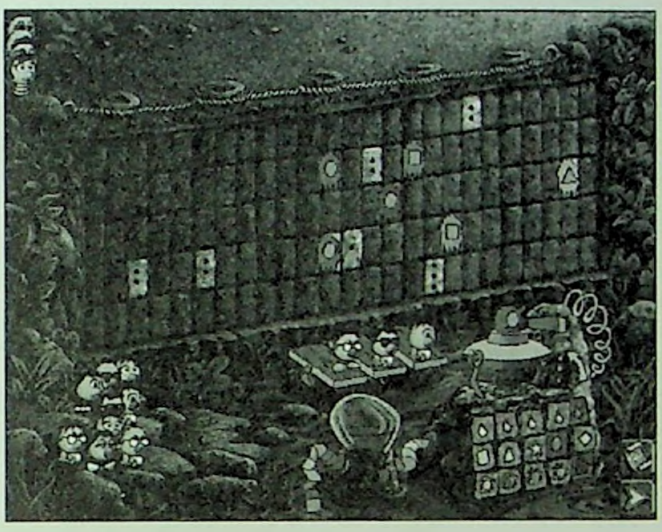


Figure 18-4: The Mudball Wall is one of the most entertaining challenges in the Logical Journey of the Zoombinis.

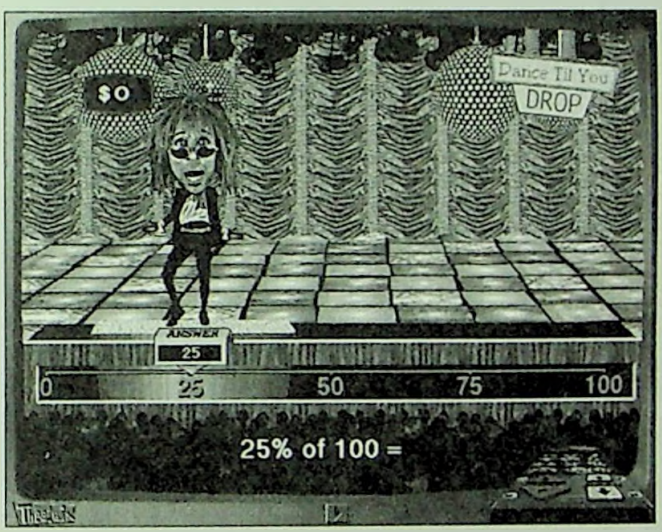


Figure 18-5: You drop literally — straight through the floor — when you run out of time in Dance 'Til You Drop.

Sensational Social Studies

Oregon Trail II. Wanna go West? In this game from MECC, you travel from the east coast of the United States to the west, sometime between the years 1840 and 1860 (see Figure 18-6). MECC has two other programs you will want to check out: the Amazon Trail and the Maya Trail. In these programs, you discover interesting facts about different cultures, and see amazing and unusual animals as you risks your neck through the wilds of South and Central America.

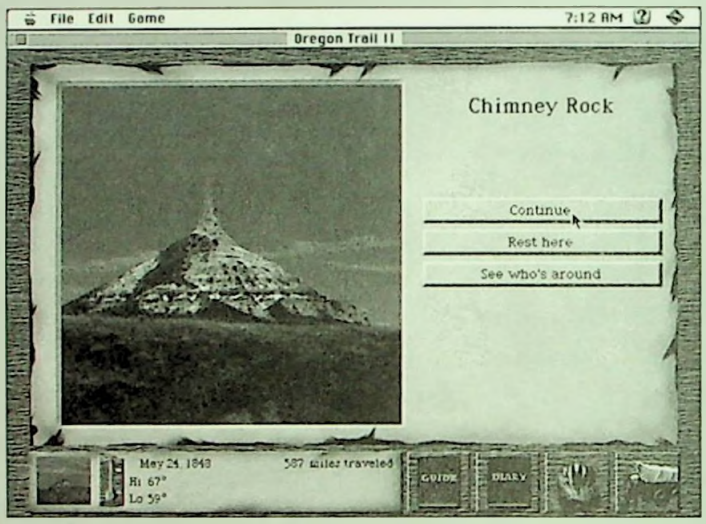


Figure 18-6: At various famous spots, you decide whether to rest, continue, or talk to other travelers.

Where in the World? In the games Where in the World is Carmen Sandiego, Where in the USA is Carmen Sandiego, and Carmen Sandiego Junior Detective Edition, you're a private detective hot on the tracks of a gang of thieves stealing valuable and funny objects. You follow a trail of geographical clues, (such as pictures of national flags) as you chase the thieves around the world or around the United States.

Grooving Games

Chess Mates. From Interplay, this game is a fun version of chess designed for ages 6 and up. A friendly wizard teaches you how to play, while the cute and clever animations make chess thoroughly kid-friendly.

Strategy Challenges Collection 1 and **2.** These two game collections from Edmark have famous games from around the world (see Figure 18-7). These games have been played for hundreds of years as board games, using shells or stones for pieces, and boards carved out of wood, made from embroidered fabric or skins, or even drawn in sand. Each game is easy to learn and has simple rules and multiple levels of difficulty.

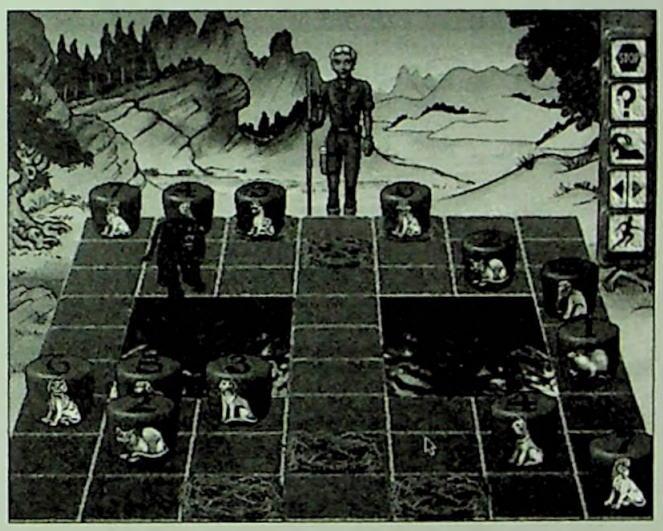


Figure 18-7: Watch out for the pitfalls in Strategy Challenges.

Thinkin' Things Collections. This software from Edmark is wonderful puzzles for all ages. In these games, you play with music, shapes, patterns, analogies, computer programming, gravity, motion, friction — the list goes on and on.

Dr. Brain. A game that will probably become your favorite is the Lost Mind of Dr. Brain from Sierra. In this game, Dr. Brain has accidentally transferred his mind into a rat! You must restore

Dr. Brain's missing brain by solving ten different puzzle areas, using skills ranging from listening and recognizing music to programming a little mechanical brain to move around a maze. These puzzles are completely addictive — once you start, you won't want to stop!

SimTown. This game is our favorite simulation for younger kids (ages 8 to 12). In this game, you have to develop a community, balancing its people, buildings, terrain, and natural resources (see Figure 18-8). Your town can have all kinds of great buildings, from a Chinese restaurant shaped like a box of take-out food to a scary haunted house, complete with spider webs. Your goal, of course, is to make all the people as happy as possible.

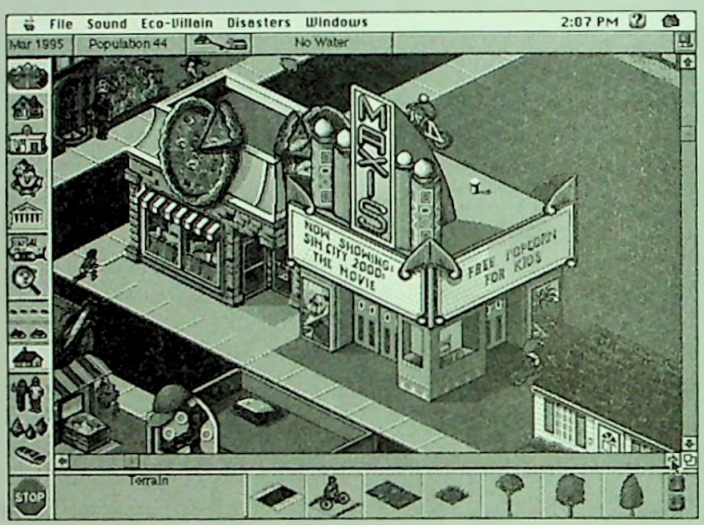


Figure 18-8: The SimTown movie theater and pizza place is awesome!

Freddi Fish, Pajama Sam, and **Putt-Putt.** These games are the stars of adventure game series from Humongous Entertainment, and they're all fantastic. In the game Pajama Sam in No Need to Hide When It's Dark Outside, Pajama Sam is afraid of the dark. Then he turns into the world's youngest superhero and sets out to defeat Darkness, finding his way through a world of underground mines, talking trees, dancing furniture, and defiant vegetables.

If you want to know about even more software programs, check out *Great Software For Kids & Parents*, from IDG Books Worldwide, Inc.

Chapter 19

Nearly Ten Fun Hints for Making Music on the Mac

In This Chapter

- Making music the kid way
- Making music the professional way
- Playing MIDI Files

In addition to having your own personal art studio, your Mac gives you a sound studio that you can use to create and play music. It may not look like a concert hall, but your Mac contains entire orchestras inside — and with the right software, you can become a music maestro!

OPEN

Making Music the Kid Way

With most musical instruments, you need to master the instrument, learn how to read music, and practice, practice, practice before you can play. But with your Mac — and some software — you can play music, experiment with musical forms, and create your own musical compositions right away. Several programs, including Morton Subotnick's Making Music, Julliard Music Adventure, and Sound Toys help you create your own music — and you don't even have to know a thing about those weird music terms notes or keys or tunes.

Morton Subotnick's Making Music. This program from Voyager is incredibly fun. Making Music has five parts, shown in Figure 19-1: Making Music, Melody & Rhythm Maker,

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OPEN

Building Blocks, Mix & Match, and Games. Each part is a different type of musical experience. The two main areas for creating music are Making Music and the Melody & Rhythm Maker, while the other three areas let you play with musical concepts, such as mixing different melodies and rhythms.



Figure 19-1: Morton Subotnick's Making Music.

In the Making Music part of Making Music, you create and play your own music — not by learning an instrument, but by drawing! Making Music looks like a painting program (see Figure 19-2), but instead of creating artwork, you create music. As you paint with the Paintbrush tool, every line you paint plays a musical note. Higher lines (those near the top of the screen) are higher notes, and lower lines are lower notes. Long lines create long notes, and short lines are quick, fast notes. The white spaces between your lines are pauses — so that the farther apart you paint your lines, the longer the silence between them.

In the Melody & Rhythm Maker, you create melodies and rhythms and join them together to make tunes. The birds, shown in Figure 19-3, make notes for melodies. You click on a bird and then click on the telephone wire to choose the note it plays. Higher telephone wires create higher notes. The eggs underneath the telephone wires control how long the notes sound, or the beat. Each egg is a single beat. You click on an egg, it hatches, and creates a beat. If you drag an egg, the beat lasts longer.

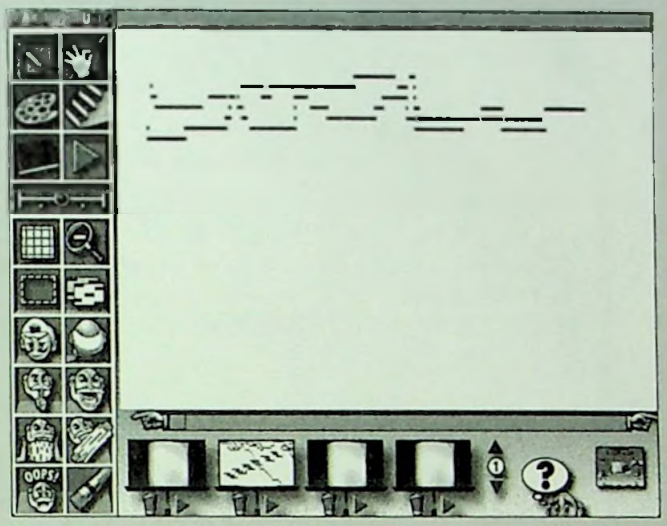


Figure 19-2: Playing music in Making Music is lots easier than trying to get a nice sound out of a violin.

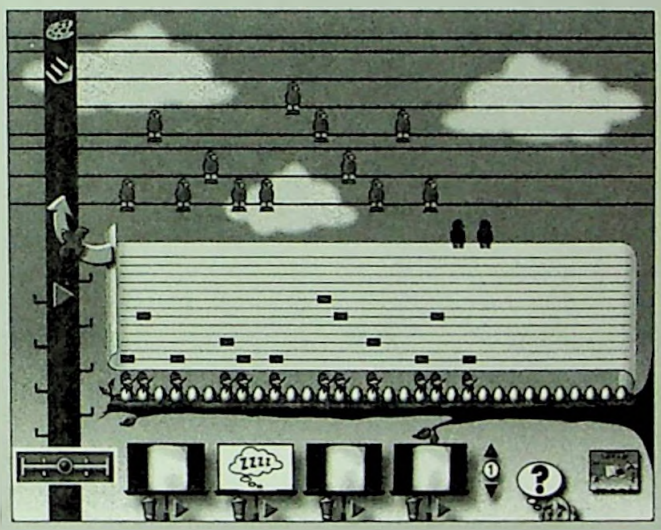


Figure 19-3: The Melody & Rhythm Maker.

The other three sections of Morton Subotnick's Making Music are simpler. The Building Blocks section breaks six familiar tunes down into pieces (or measures). First, you see how such simple tunes as "Twinkle, Twinkle, Little Star" play the same pieces more than once, and then you can mix up the pieces and change the patterns to create your own tunes. Mix & Match takes bits of simple tunes from around the world and lets you mix up the rhythms, melodies, and instruments to make new and unusual sounds.

OPEN

Finally, the Games section lets you play three different listening games. You have to strain your ears to succeed with these games!

Morton Subotnick's Making Music lets you become a musician without any training or experience. And after you've used it for a while, you can really understand and appreciate music!

ON THE CD

Julliard Music Adventure. In the Julliard Music Adventure, you use the Rhythm and Melody Tools to create your own music and experiment with all kinds of styles of music, ranging from Classical to Rock and Roll. You can then combine the music you created with one of three animated scenes that move in time to your music.

You build your music in the Rhythm and Melody Tools using tiles. The tiles show how long a beat is in the Rhythm Tool and both the length and pitch of a tone in the Melody Tool (see Figure 19-4). You can create your own tiles or use the tiles that the game provides.

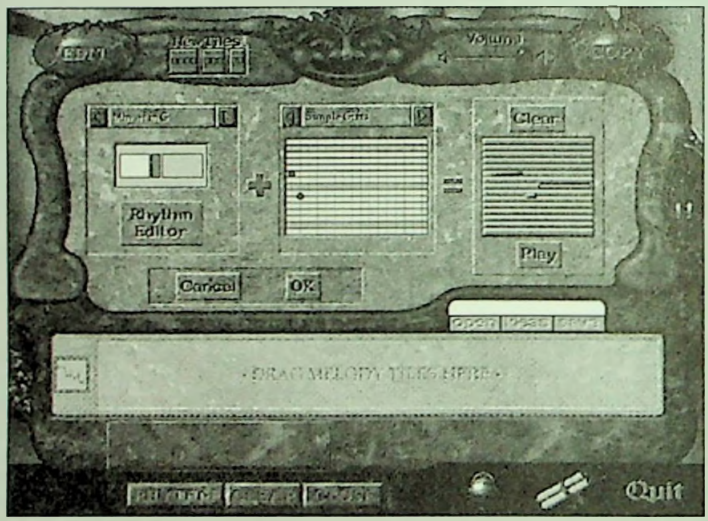


Figure 19-4: You create music using tiles. Each tile can represent several notes.

The Rhythm and Melody tools each have a palette that holds your tiles and a playback area where you arrange the tiles (see Figure 19-5). When you click on the Play button, your Mac plays the tiles as you've arranged them.

Sound Toys. Sound Toys turns your Mac into a new type of musical instrument! You run your mouse cursor over things on the screen to make music (see Figure 19-6). The program

OPEN

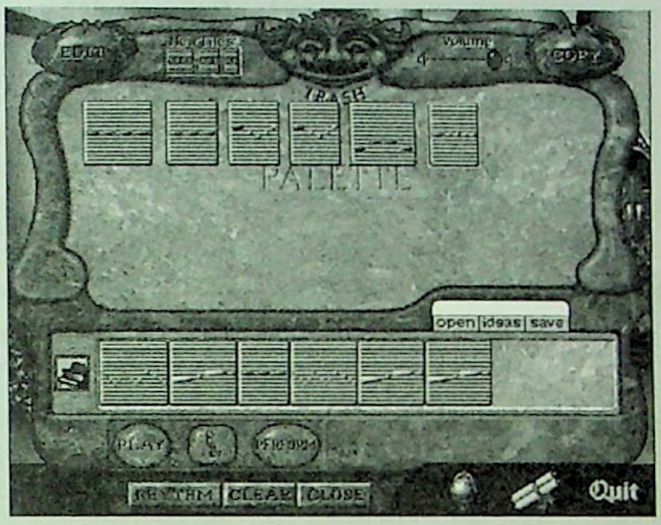


Figure 19-5: The Melody tool.

includes over three hundred different pieces of music, played by instruments from the marimba to a harmonica. There are five different areas of the program: each plays different sounds. You can record your music, too — up to six different compositions each time you play.

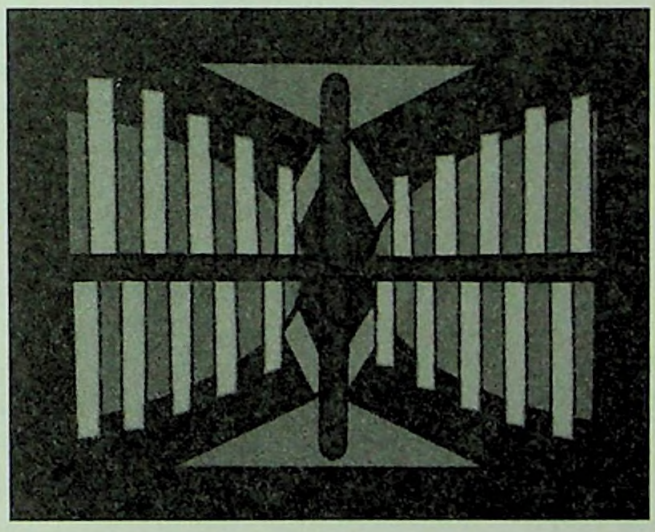


Figure 19-6: As you run your mouse cursor over the geometric shapes, music plays.

Making Music the MIDI Way

Professional musicians use the Mac to compose and play music. MIDI (which stands for *Musical Instrument Digital Interface*) lets your Mac talk to a synthesizer (an electronic gizmo that plays musical sounds like those of lots of different instruments) and vice versa.

You need three things for MIDI sequencing: a MIDI interface, a synthesizer, and a sequencing program:



- ___ A MIDI interface is a small box that you plug into the modem port of your computer. You can get a $50 interface from Opcode or Altech.
- ___ The synthesizer should be MIDI-compatible (some of the cheapest aren't, so look for round, nickel-sized MIDI jacks in the back before buying.) It should also be *multitimbral*, or capable of playing more than one instrument at once. A basic synthesizer costs about $150.
- ___ A sequencing program, such as MusicShop from Opcode, is the software that your Mac uses to understand the synthesizer.

One window of a sequencing program has buttons that look like tape-recorder or VCR buttons. They're labeled Play, Record, Stop, and Rewind (see Figure 19-7).

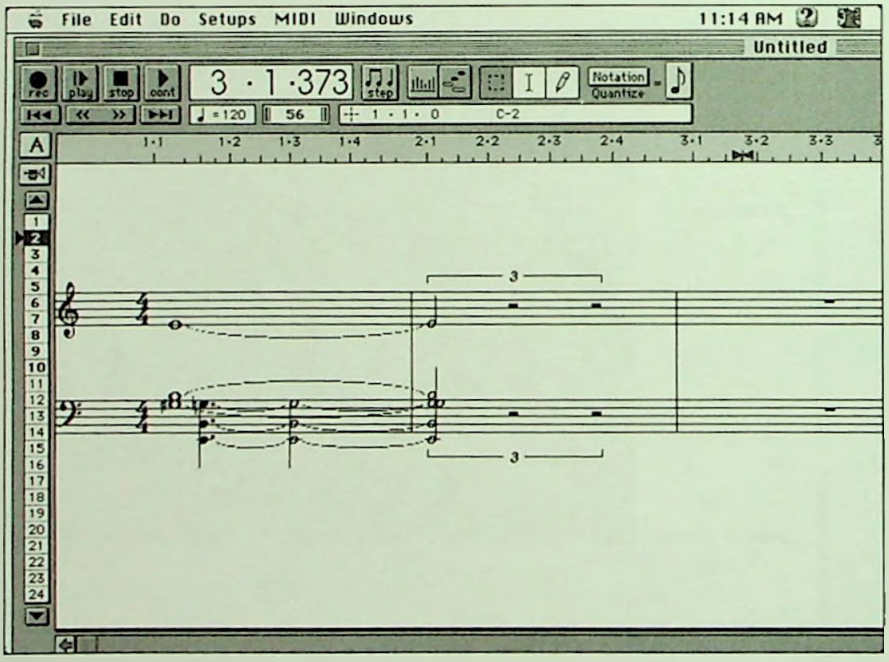


Figure 19-7: MusicShop records music that you play on a synthesizer.

You click on Record, and the program records the music that you play on the synthesizer. When you click on Stop, the music you've recorded appears as a strip on a horizontal bar graph or as a note on a musical staff. When you click on Rewind and then click on Play, the computer plays your music back to you — exactly as you played, wrong notes and all.

But you can then make fixes and changes to your music using the software. It's just like editing your work in a word-processing program. When you play the music again, using your Mac, it's as if you played it perfectly! Of course, that won't help you much when it comes time to perform. If you want to play the synthesizer well, you still have to practice!

Playing MIDI Files

You don't need a synthesizer to play MIDI files if you have QuickTime 2.0 or higher, QuickTime Musical Instruments, and Apple's Movie Player. (You can get MIDI files online. The AOL software libraries have thousands.) To play a MIDI file, just follow these steps:

1. **Double-click on the Launch Movie Player icon.**

   The names of your menus change, letting you know that you're now in the Movie Player application.

2. **Choose File⇨Open.**

   You then see an Open dialog box like the one in Figure 19-8.

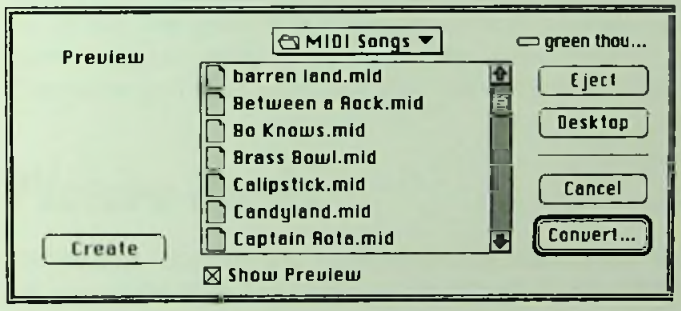


Figure 19-8: Select a MIDI file in Movie Player.

3. **Select the MIDI file.**

4. **Click on Convert.**

   Depending on your versions of QuickTime and Movie Player, your routine may be slightly different. You may have to choose File⇨Import, and then select the MIDI file.

5. **Click on Save.**

   Your MIDI file is now a movie — although a movie with sound only (see Figure 19-9).

6. **Click on Play in the QuickTime window to play your MIDI file.**



You also can change the instruments that are played in the MIDI file by selecting Save➪Options and changing the instruments that go with each musical track.

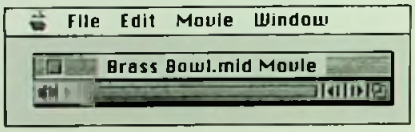


Figure 19-9: Your MIDI file becomes a sound-only QuickTime movie.

Chapter 20

Top Ten Fun Family Projects

In This Chapter

- Picture books
- Online Treasure or Scavenger Hunts
- Magnets
- Poetry kits
- Learn to cook
- T-shirts
- Theme songs
- Calendars
- Living family tree
- Vacation fun

Sprinkled throughout this book are cool suggestions for things to create using your computer and fun projects to do as a family. Unfortunately, it would take a book twice as long as this one to give you detailed instructions on all the intriguing things you can do with your Mac. But this chapter has some suggestions you can begin with. These ideas are only a starting place. The more you play with your Mac, the more great ideas you'll come up with!

Picture Books

Orly's Draw-A-Story and Imagination Express are two software packages that let you write your own stories — but don't be limited by their ideas. With the help of your trusty printer and a painting program or word-processing program, you can publish your own picture books, using pictures that you draw — or even photographs. Whether it's a true story or one that's entirely made up, if you write it and add your pictures, you'll have a picture book that'll bring back great memories every time you read it.

If putting a book together on your own seems a little overwhelming, check out Create-A-Book Kits from Print Paks. The company includes a CD-ROM with animated instructions to help you out and all the materials you need to

make three 12-page books, including pre-folded book pages, heavy-weight book covers, book spines, cord to lace the binding together, and nine buttons for book binding.

Online Treasure or Scavenger Hunts

Online treasure or scavenger hunts are a great family game. How fast can you find the capital of Zimbabwe just by using the computer? Who can discover the most interesting fact about Pluto? You can set up the hunt beforehand by preparing questions, or you can just take turns coming up with weird, fun, interesting things to look up. (It's most fun when you come up with the questions ahead of time — people's minds always seem to go blank when they're told to come up with an interesting question on the spot.) Check out Part IV of this book if you're a little hazy about how to get online.



Set your kids to looking for facts about your family history for a fun and educational online treasure hunt. You can find lots of great genealogy sites, and the personal touch makes it a wonderful way to get kids interested in history.

Magnets

Your refrigerator will look really cool when you decorate it with your very own magnets. All you need is a printer (preferably color), some sheets of self-sticking labels, and magnetic backing that you can buy at a craft store. Draw a picture in your painting program and print it out on label paper. Then stick the labels to the magnetic backing. It's that easy! And it's a great way to post permanent reminders on your refrigerator, such as "If you eat all the ice cream, you die!" or other friendly messages. (Computers and magnets don't get along too well, so don't put your magnets on your computer!)

Poetry Kits

Magnetic backing is also wonderful for making poetry kits. You've probably seen little boxes of words on magnets in gift stores. They're fun to play with, but you can have even more fun when you create your own. Get some sheets of self-sticking small labels, like the kind for labeling file folders. Then sit down with your word-processing program and come up with a list of words. Make sure to throw in some words that rhyme, plenty of little words, such as *a* and *the*, and some weird ones, such as *esoteric* and *intriguing*. Then print your word list on the label paper and attach the labels to the magnetic backing. Get help from a grown-up to cut the magnetic backing into smaller pieces. It can be done, but you need a sharp knife.

Learn to Cook

Your Mac can't do the cooking for you, but you can have a lot of fun with cooking software. Programs such as Williams–Sonoma Guide to Good Cooking shown in Figure 20-1 are filled with interesting recipes, plus instructions on how to do things as varied as carving a turkey or melting chocolate. You also can use programs like this to plan entire meals and save favorite recipes.

T-Shirts

Yes, you too can make your very own T-Shirts. Great for sports teams, family reunions, or just for fun, most ink-jet printers have iron-on transfer paper available. Just use a word-processing program or paint program to print your picture or message on the transfer paper, and then iron it on to a clean T-shirt. (Make Mom or Dad do the ironing!)

Theme Songs

Okay, maybe it's corny, but the Brady Bunch had one — you can, too! With software like Morton Subotnick's Making Music (discussed in Chapter 10), you can compose your own music. Make it simple and repetitive so that the

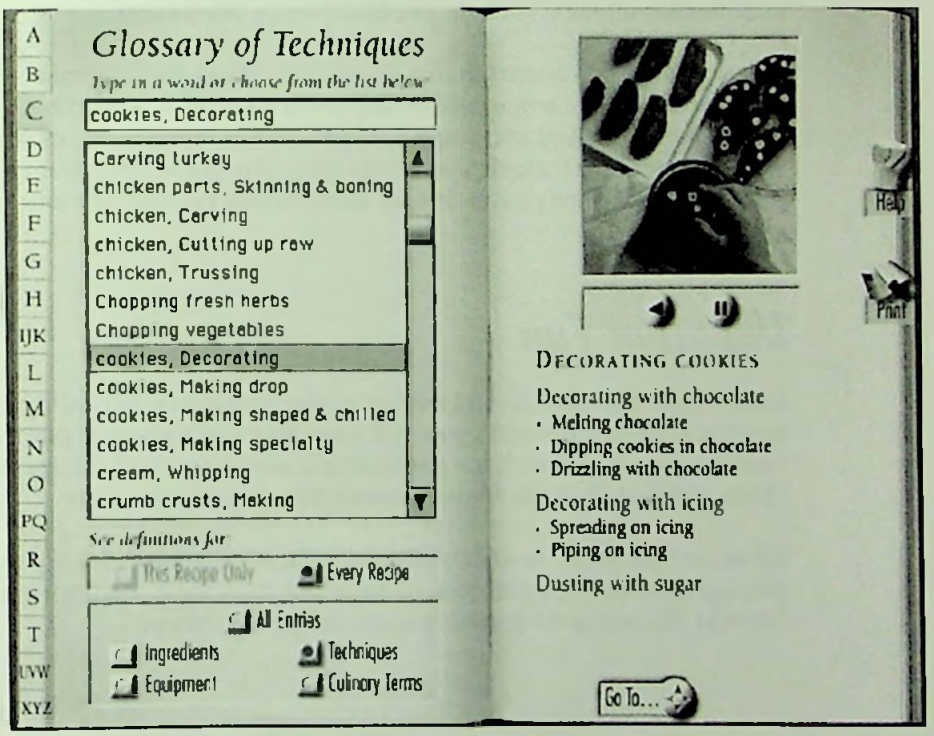


Figure 20-1: The Williams–Sonoma Guide to Good Cooking shows you videos of some cooking techniques.

tune is easy to learn, add some lyrics (check out the program A Zillion Kajillion Rhymes for rhyming assistance), and you'll have a fun tune. Learn it by heart for long car rides, and add verses as you drive!

Calendars

Personalized calendars are a great holiday present. You can put a special photo with each month — maybe one of a person who celebrates a birthday that month, or maybe just a seasonal fun shot. And you can make sure that every important family holiday, from Great-Grandma's birthday to the first day of school, is marked on it. (What? You don't think the first day of school is a holiday? Ask your mom. She does!)

You can get special software that makes creating calendars easy. Check out the Print Paks Calendar Kit. It includes everything you need, including spiral binders to link your calendar pages together.

A Living Family Tree

If you like playing with multimedia, try creating a living family tree. Get video clips, sound clips, and photographs of as many people in your family as you can, including grandparents, cousins, aunts and uncles, and put them together in a multimedia presentation. You can use HyperStudio or another multimedia software, such as The Multimedia Workshop.

Write down as much information as you can about each person — where they were born and when, where they went to school, what they do or did, that kind of stuff. And add some fun stuff, too — favorite foods and colors, stories of their past, music and books they like. Show your living family tree off at your next family gathering, or send copies to relatives who also have computers.

Vacation Fun

Even if your Mac feels like a member of the family, you probably won't want to bring it on vacation with you. But your Mac can help you plan your vacation. Use it to search for interesting places to go and things to do. Check out Part IV of this book for more info on getting online.

When you get home, make a multimedia vacation scrapbook by putting photographs or video you took on vacation onto the computer (see Chapter 10), and writing stories to go with the pictures.

Make Your Own Puzzles

You can create your own jigsaw puzzle of anything you want. If you're into dinosaurs, for example, get a picture of a dinosaur online. (See Part IV of this book for more info about getting online.) Then follow these steps:

1. **Double-click on the file containing the picture you want to use.**

   The file opens, displaying your picture.

2. **Press ⌘+A to select your picture.**
3. **Press ⌘+C to copy your picture.**
4. **Choose Jigsaw Puzzle to open the jigsaw puzzle included on your Mac.**
5. **Press ⌘+V to paste your dinosaur into the jigsaw puzzle.**

Ta-da! You now have a jigsaw puzzle of a dinosaur!

Appendix

About the CD

The CD-ROM that came with this book contains lots of great software for you to try out. We've organized the software into five categories:

- **Creative Pleasures.** With the software in this category, you can check out some great painting, photo-editing, music, and multimedia software. Creative Pleasures also has sample artwork, sounds, and icons you can use to customize your Macintosh.
- **WebVentures.** We've included a selection of programs and program demos that help you connect to the Internet — plus tools you can use after you're online.
- **Practical Stuff.** This section contains useful products and demos of programs that come in handy when you work and play on your Macintosh.
- **Bonus Stuff.** In this folder, you can find some goodies you may want to use as you read the book.
- **Fun 'n Games.** Sample some totally cool Mac games in this category.



Some of the software on the CD is shareware. Shareware authors let you try out their products for free (usually for 30 days). If you like the software and want to keep it, you're honor-bound to pay for it.

System Requirements

Make sure that your Apple Macintosh or compatible meets the following system requirements for using this CD:

- A computer with a 68030, 68040, or PowerPC processor.
- System software Version 7.1 or higher (System 7.5 is recommended).
- A CD-ROM drive — double-speed (2x) or faster.

- At least 4MB of free RAM for most programs. (*Free RAM* is the amount of memory available to the Mac when no other programs are running. You can check your available memory by clicking on the Apple menu in the Finder and choosing the About This Macintosh option.). In some cases, turning on virtual memory will help if your Mac is a little short of memory, but some demos may run erratically.
- A monitor capable of displaying at least 256 colors or grayscale.
- A modem with a speed of at least 14,400 bps.
- At least 170MB of hard drive space available to install all the software from this CD. (You need less space if you don't install every program.)

Installing Support Software

To open some of the document files on this CD, you need to install Adobe Acrobat Reader. To do this, follow these steps:

1. **Insert the CD into the CD-ROM drive and double-click on the Practical Stuff folder.**

   The folder opens, revealing a bunch of other folders.

2. **Double-click on the Adobe Acrobat Reader folder.**

   Surprise! That folder opens.

3. **Double-click on the Install Acrobat Reader icon.**

   You magician, you! Acrobat Reader installs itself, and you're ready to read the document files on the CD.

What You'll Find on the CD

The first thing you'll probably want to check out on the CD is the Internet service provided by AT&T, so we've conveniently put the instructions for installing that software first. Everything else is organized alphabetically, by category.

AT&T WorldNet Service in the WebVentures folder

AT&T WorldNet Service with Netscape Navigator is an Internet service provided by AT&T. If you don't have an Internet connection, check out the sign-on software on the CD. The WorldNet service offers a customized version of Netscape Navigator.

If you're an AT&T long distance customer, please use this registration code when prompted by the account registration program: L5SQIM631.

If you're not an AT&T customer, please use this registration code: L5SQIM632.



If you already have an Internet Service Provider, please note that AT&T WorldNet Service software makes changes to your computer's Internet configuration and may replace your current provider's settings.

Creative Pleasures

The CD includes some great creativity software.

Software	*Description*
3D World Demo *from* Microspot	You can create 3D designs and apply colors, textures, images and sounds to 3D objects with 3D World. This demo software (for Power Macs only) lets you play with 3D as much as you like, but you have to buy the real thing to print or save your files.
Art Explosion Demo *from* Nova Development	This incredible clip art collection includes 40,000 images on five CD-ROMs. The demo lets you see and use 12 sample EPS images. *Note:* You can't open an EPS file by double-clicking on it. Instead, open the file from within a painting, word-processing, photo-editing, or page-layout program. Brief instructions are included on the Read Me file within the Art Explosion! Sampler folder.
Color It! Demo *from* MicroFrontier	This powerful painting and photo-editing software lets you create new paintings or play with scanned photos. It's a powerful, but easy-to-use graphic editing program. For more information, go to `http://www.microfrontier.com`
Icon Mania *from* Dubl-Click Software	Icon Mania makes it fun and easy to replace boring icons with colorful alternatives, automatically create folder icons, and more. The program includes a huge icon library. Check out the Dubl-Click Web site at `http://www.dublclick.com` to find out more about Icon Mania and other products of Dubl-Click.
Imagination Express Demo *from* Edmark	This fantastically fun multimedia storytelling software lets you write stories that come alive with Edmark's animations and artwork. The demo also contains the Thinkin' Things Collection 1-2-3. Check out this demo, and then visit `http://www.edmark.com` for more information.

(continued)

Software	*Description*
Kaboom! Demo *from* Nova Development	If you're ready to try out some new sounds on your Mac, check out these samples from the Kaboom! package from Nova Development. And if you're ready for even more, see Nova's upgrade offer in the back pages of this book.
Logical Journey of the Zoombinis *from* Brøderbund	Check out this fantastic math game for kids 8 and older, and have fun traveling with the Zoombinis! To find out more about it, visit http://www.broderbund.com
Orly's Draw-A-Story Demo *from* Brøderbund	Join an engaging Jamaican heroine and her pet frog in drawing and telling stories with this fun software for kids ages 5 through 9. See more information about this product and others at http://www.broderbund.com
Painter 4 Demo *from* Fractal Design	This great painting program is easy to use and lots of fun. You can find out more about another Fractal program, Dabbler 2, in Chapter 7 or from the Fractal Design Web site, at http://www.fractal.com
PhotoFix Demo *from* Microspot	Here's your chance to play with photo-editing. This demo software won't let you print or save, but you can use it to check out all the fun things you can do to photos. (See Chapter 8 for more on using PhotoFix.)
Theatrix Sampler *from* Theatrix Interactive	This sampler has four extremely cool programs: the Hollywood program for making animated movies, the Julliard Music Adventure for explaining musical concepts, and Bumptz Science Carnival containing scientific puzzles. Learn more about the other Theatrix Interactive products at http://www.theatrix.com
Zonkers Demo *from* Nova Development	Zonkers lets you do radically fun things to your Mac interface, from changing your windows, scroll bars, and menus to animating your cursors. Included in this sample are 20 different icons (from the more than 2500 included in the package).

WebVentures

Find programs that help you connect to the Internet, create cool Web pages, and much more in this section.

Software	*Description*
Anarchie 2.0 *from* Peter N. Lewis	Anarchie is an FTP (File Transfer Protocol) client for the Macintosh. The softwares let you browse FTP sites, upload, download, or find files using an Archie or Mac Search.
Claris Emailer 2.0 Demo *from* Claris	You can consolidate your e-mail from multiple sources into a single interface with this software, plus find dozens of shortcuts and automatic features to process your e-mail more efficiently. For more information, check out `http://www.claris.com`
Claris Home Page Demo *from* Claris	You can build cool Web pages without learning the Web programming language, HTML, using this easy-to-use Web design software. This demo version is functional for 30 days. You can find more information at `http://www.claris.com`
Disinfectant 3.6 from John Norstad Northwestern University	One of the best antivirus programs for the Mac, Disinfectant is freeware (which means it's all yours; you don't have to pay a penny for it). Disinfectant recognizes and gets rid of 25 Mac viruses and all their variants.
GraphicConverter 2.7 *from* Lemke Software	GraphicConverter converts about 70 graphic file formats to Macintosh formats. Also, it includes useful features such as slideshow and batch conversion.
Internet Config *from* Peter N. Lewis	Internet Config is a system for storing Internet-related preferences in a shared database that can be accessed by Internet Config aware applications, such as NewsWatcher and Anarchie 1.5.0.
Ircle 2.5 *from* Mac Response	Chat with people worldwide! Ircle 2.5 is the software you need to get involved with IRC (Internet Relay Chat).
Shockwave *from* Macromedia	This ultra-cool plug-in for your Web browser lets you play high-tech animation and graphics created with Macromedia Director. Find out more about Shockwave at the Macromedia Web site: `http://www.macromedia.com`
SurfWatch Demo *from* Surfwatch Software	If Mom and Dad are reluctant to let you Web-surf on your own, this page-filtering program for the Web may help. It lets your parents block access to objectionable sites. For more information, check out `http://www.surfwatch.com`
Web Explosion Demo *from* Nova Development	Web Explosion contains 20,000 royalty-free buttons, banners, photos, backgrounds, and other graphics for creating Web pages. This demo includes 25 of them, and you can open them with any Web-authoring program (such as Claris Home Page), browser, or image-editing software.

Practical stuff

This section contains tools and demos of software that come in handy for reading files on the CD and just using your Mac in general.

Software	*Description*
Adobe Acrobat Reader	You need to use the Adobe Acrobat Reader to read some of the files included on this CD, including some of the documentation that explains how to use the demo software. You can find out more about Adobe Acrobat at http://www.adobe.com
ClarisWorks 4.0 Demo *from* Claris	ClarisWorks is the incredibly useful software package that includes word-processing, painting, drawing, spreadsheet, and telecommunications features. This demo lets you check it out. For more on ClarisWorks, visit http://www.claris.com
Conflict Catcher 4 Demo *from* Casady & Greene	Conflict Catcher is a startup-file manager. If you press the spacebar as your Mac starts up, you see a list of every extension and control panel in your Mac. You can switch extensions on or off, rearrange their loading order, or group them into sets. Conflict Catcher helps you solve tricky extension conflicts that cause crashes or system problems. This demo version gives you three days to check out the software before you need to buy a real copy. Visit http://www.casadyg.com for more information.
DiskFit Direct *from* Dantz Development	This incredibly simple backup program backs up your whole hard drive with three clicks. For a special upgrade offer, see the coupon in the back of this book.
DropStuff 4.0 *from* Aladdin Systems	Make your files smaller, either to save space on your hard drive or to send them via email, using this convenient program. Learn more at http://www.aladdinsys.com
FoolProof Demo from SmartStuff	FoolProof protects computers by preventing users from dragging, renaming, or deleting files. You can use it to protect your stuff from your siblings — or Mom and Dad can use it to protect their stuff from you! This demo has disabled the hard-drive locking feature, but all other features are accessible. To use this demo, you must call 800-671-3999. For more information, check out http://www.smartstuff.com

Software	*Description*
FoolProof Demo Requirement	***Special Requirements:*** Please read the FoolProof Read Me document for important information on using this software. *Don't* install this software until you understand exactly how to operate it, or you may accidentally lock out features on your computer. This demo is not compatible with the Desktop Printing software available on some Macs. Please see the FoolProof Read Me document for more information on disabling this software.
GURU 2.3 *from* Newer Technology	This fast, handy little program tells you about the RAM possibilities on your Mac: the amount of RAM your computer can use, the number of slots you have available, and what combinations of chips you need to reach certain amounts of RAM.
Snapz Pro 1.0.1 *from* Ambrosia Software	You can quickly and easily capture the image displayed on your monitor and save it using this shareware software from Ambrosia Software. Unlike the Mac's built-in ⌘+Shift+3 screen capture commands, Snapz Pro captures images even in the middle of a game or when a menu is pulled down. Visit `http://www.ambrosiasw.com` to get more information on this and other products.
StuffIt Expander 4.01 *from* Aladdin Systems	This free program unStuffs (decompresses) files stored as .sit archives on the Internet. Find out more at: `http://www.aladdinsys.com`
TechTool 1.1.3 *from* MicroMat	TechTool does five useful things. It checks your system file for damage, zaps your PRAM, rebuilds the desktop, shows system information about your Mac, and shows the manufacture date and hours of use of your Mac. If none of that means anything to you, check out Chapter 17. And for more information on TechTool and other MicroMat products, take a look at `http://www.micromat.com`
TypeIt4Me *from* Riccardo Ettore	Typing gets a lot faster when you use this clever shareware program. It expands abbreviations (that you make up) as you type so that words or phrases that you use all the time take only a character or two. (For example, if you were the author of this book, you could type MC to abbreviate Macintosh.)

Bonus Stuff

This folder contains files you may want to use as you read the book.

File or Folder	*Description*
Lion.pict	You can use this graphics file as you create a logo in Chapter 6.
Soccer.pict	You can use this graphics file as you create a logo in Chapter 6.
SpellCatcher Demo	SpellCatcher's a wonderful spelling checker and from Casady & Greene thesaurus, almost guaranteed to help any aspiring writer turn in great work. Try out the demo version, and visit the Web site at http://www.casadyg.com
Spreadsheet	This file, based on the Soccer Team example used in Chapter 6, is a step-by-step approach to creating spreadsheets in ClarisWorks.
The Big Mac Charts	This file is a handy reference for upgrading or purchasing equipment.
Web Page Template	This folder contains that three templates you can use as you read Chapter 14: The Kid Page, The Big Kid Page, and The Family Page templates.

Fun 'n Games

We've included some fun game demos and shareware games for you to enjoy. Have fun!

Software	*Description*
Apeiron 1.0.2 *from* Ambrosia Software	This high-speed arcade game is a variant on the old Centipede game. The product is shareware; send $15 to Andrew Welch, the author, if you like it. And visit http://www.ambrosiasw.com to learn more.
Barrack 1.0 from Ambrosia Software	In Barrack, you're confronted with a playing field full of bouncing balls. Your job is to use your shooter to block off ever-increasing sections of the game area. For more information, check out http://www.ambrosiasw.com
The Lost Mind of Dr. Brain *from* Sierra	Play this demo to meet the wacky Dr. Brain, and check out his brain-bending puzzles. For more information, visit http://www.sierra.com

Software	*Description*
Maelstrom 1.4.3 *from* Ambrosia Software	The classic arcade game Asteriods is back with this beautiful shareware game from Ambrosia Software. Find out about more games at `http://www.ambrosiasw.com`
Pajama Sam in No Need to Hide when It's Dark Outside *from* Humongous Entertainment	We were tempted to fill the entire CD with the great games from Humongous Entertainment, but we were forced to make a choice — and so we chose Pajama Sam. You'll love hanging out with this superhero! Drop by the Humongous Web site, `http://www.humongous.com`, to find out more about Sam and the other Humongous stars.
Chess Mates Demo* *from* Interplay Productions	ChessMates is a great introduction to chess for kids 6 and older. With game play on all levels, from beginner to advanced, anyone can have fun challenging the Mac to a game. This demo lets you play four moves, so if you get bitten by the chess bug, you have to buy the real thing. You can find out more at `http://www.brainstormfun.com`

***Special Requirements:** To properly install this demo, follow these steps.

1. **Double-click on the Install Chess Mates Demo icon (in the Chess Mates Demo folder in the Fun 'n Games folder on the CD) to install the main demo software.**
2. **Open the Chess Mates Demo folder on your hard drive (not on the CD) and drag the RES folder to the Trash icon.**
3. **Drag the RES folder from the Chess Mates Demo folder on the CD to the Chess Mates Demo folder on their hard drive.**
4. **Double-click on the Chess Mates Demo icon on your hard drive to enjoy the demo.**

The Chess Mates Demo will occupy 44MB on your hard drive space. Once you are done with the demo, it's a good idea to drag the Chess Mates Demo folder to the Trash icon and empty the Trash to reuse that disk space for other programs.

If you've got problems (of the CD kind)

Most of these programs should work on your Mac if it meets the system requirements listed above. But, as always, you may experience problems.

The more common problems are that you don't have enough memory (RAM) for the programs you want to use, or that you have other programs running that are affecting the installation or running of the program. If you get error messages such as `Not enough memory` or `Setup cannot continue`, try one or more of these methods and then try using the software again:

- Turn off any antivirus software that you have on your computer. Installers sometimes mimic virus activity and may make your computer incorrectly believe that it is being infected by a virus.
- Close all running programs. The more programs you're running, the less memory there is available to other programs. Installers also typically update files and programs. So if you keep other programs running, installation may not work properly.
- Add more memory (RAM) to your computer. This is a big undertaking (and somewhat expensive), so view it as a last resort.

If you still have trouble with installing the items from the CD, please call the IDG Books Worldwide Customer Service phone number: 800-762-2974 (outside the U.S.: 317-596-5261).

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Another useful source of information is the HELP icon. The area contains pertinent, time saving information-intensive reference ips, and topics such as Accounts & Billing, Trouble Reporting, Downloads & Upgrades, Security Tips, Network Hot Spots, Newsgroups, Special Announcements, etc.

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Minimum System Requirements

IBM-Compatible Personal Computer Users:

- IBM-compatible personal computer with 486SX or higher processor
- 8MB of RAM (or more for better performance)
- 15–36MB of available hard disk space to install software, depending on platform (14–21MB to use service after installation, depending on platform)
- Graphics system capable of displaying 256 colors
- 14,400 bps modem connected to an outside phone line and not a LAN or ISDN line
- Microsoft Windows 3.1*x* or Windows 95

Macintosh Users:

- Macintosh 68030 or higher (including 68LC0X0 models and all Power Macintosh models)
- System 7.5.3 Revision 2 or higher for PCI Power Macintosh models; System 7.1 or higher for all 680X0 and non-PCI Power Macintosh models
- Mac TCP 2.0.6 or Open Transport 1.1 or higher

- 8MB of RAM (minimum) with Virtual Memory turned on or RAM Doubler; 16MB recommended for Power Macintosh users
- 12MB of available hard disk space (15MB recommended)
- 14,400 bps modem connected to an outside phone line and not a LAN or ISDN line
- Color or 256 gray-scale monitor
- Apple Guide 1.2 or higher (if you want to view online help)

If you are uncertain of the configuration of your Macintosh computer, consult your Macintosh User's guide or call Apple at 1-800-767-2775

Installation Tips and Instructions

- If you have other Web browsers or online software, please consider uninstalling them according to the vendor's instructions.
- If you are installing AT&T WorldNet Service on a computer with Local Area Networking, please contact your LAN administrator for setup instructions.
- At the end of installation, you may be asked to restart your computer. Don't attempt the registration process until you have done so.

IBM-compatible PC users:

- Insert the CD-ROM into the CD-ROM drive on your computer.
- Select ***File/Run*** (for Windows 3.1x) or ***Start/Run*** (for Windows 95 if setup did not start automatically).
- Type ***D:\setup.exe*** (or change the "D" if your CD-ROM is another drive).
- Click ***OK***.
- Follow the onscreen instructions to install and register.

Macintosh users:

- Disable all extensions except Apple CD-ROM and Foreign Files Access extensions.
- Restart Computer.
- Insert the CD-ROM into the CD-ROM drive on your computer.
- Double-click the *Install AT&T WorldNet Service* icon.
- Follow the onscreen instructions to install. (Upon restarting your Macintosh, AT&T WorldNet Service Account Setup automatically starts.)
- Follow the onscreen instructions to register.

Registering with AT&T WorldNet Service

After you have connected with AT&T WorldNet online registration service, you will be presented with a series of screens that confirm billing information and prompt you for additional account set-up data.

The following is a list of registration tips and comments that will help you during the registration process.

I. Use one of the following registration codes, which can also be found in the appendix of *Macs For Kids & Parents*. Use L5SQIM631 if you are an AT&T long-distance residential customer or L5SQIM632 if you use another long-distance phone company.

II. During registration, you will need to supply your name, address, and valid credit card number, and choose an account information security word, e-mail name, and e-mail password. You will also be requested to select your preferred price plan at this time. (We advise that you use all lowercase letters when assigning an e-mail ID and security code, since they are easier to remember.)

III. If you make a mistake and exit or get disconnected during the registration process prematurely, simply click on "Create New Account." Do not click on "Edit Existing Account."

IV. When choosing your local access telephone number, you will be given several options. Please choose the one nearest to you. Please note that calling a number within your area does not guarantee that the call is free.

Connecting to AT&T WorldNet Service

When you have finished installing and registering with AT&T WorldNet Service, you are ready to access the Internet. Make sure your modem and phone line are available before attempting to connect to the service.

For Windows 95 users:

- Double-click on the ***Connect to AT&T WorldNet Service*** icon on your desktop.
  Or
- Select ***Start, Programs, AT&T WorldNet Software, Connect to AT&T WorldNet Service.***

For Windows 3.*x* users:

- Double-click on the ***Connect to AT&T WorldNet Service*** icon located in the AT&T WorldNet Service group.

For Macintosh users:

- Double-click on the ***AT&T WorldNet Service*** icon in the AT&T WorldNet Service folder.

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Explore our AT&T WorldNet Service site at `http://www.att.com/worldnet`.

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Macs For Kids & Parents CD-ROM Installation Instructions

Macs For Kids & Parents CD-ROM contains software for the Macintosh. Not all software works on all versions of the Mac OS System software, so be sure to read the About the CD appendix for complete program information, system requirements, and essential information before you install programs.

Note: You don't have to install all the programs provided on the CD. Just install the programs that appeal to you.

To start the CD, follow these steps:

1. **Press the button under the CD-ROM drive.**

   The tray comes out, ready to receive the CD.

2. **Pop the CD into the CD-ROM tray and press the button again.**

   The tray disappears, and the Mac reads the information on the CD and displays an icon on the desktop.

3. **Double-click on the icon for the CD.**

   You're ready to access whatever program you want to use. See the About the CD appendix for more info.

To remove the CD, follow these steps:

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3. **Drag the CD-ROM icon to the Trash icon.**

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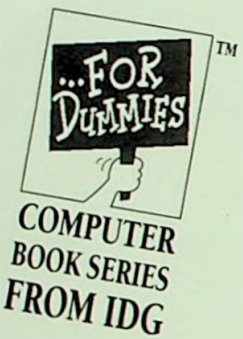
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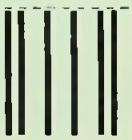
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- Make home movies, complete with soundtracks
- Put ClarisWorks, the jack-of-all-trades program, to work for you and your kids
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Gives parents a heads-up on those practical ways to use a Mac



Gives you a heads up on common problems and tricky things to watch out for

About the Authors

Tom Negrino is a contributing editor at *Macworld* magazine and the author or coauthor of several books, including IDG Books Worldwide's *Macworld® Web Essentials* and *Yahoo!™ Unplugged™*.

Wendy Sharp is the former reviews coordinator at *Macworld* magazine. She is now a full-time mom and part-time writer. As a Mac addict herself, she's teaching her son how to point and click.

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About the Authors

Tom Negrino is a contributing editor at *Macworld* magazine and the author or coauthor of several books, including IDG Books Worldwide's *Macworld® Web Essentials* and *Yahoo!™ Unplugged™*.

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